BRASS: OPERATING BUDGET EXECUTION

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Office of State Budget Director

Commonwealth of Kentucky

OPERATING BUDGET EXECUTION

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Topic 1: Introduction to BRASS

The Budget Reporting and Analysis Support System (**BRASS**) automates the budget preparation process and most of the budget execution process. The rest of the budget execution process is automated in ADVANTAGE Financial. All operating budget execution processes are integrated between **BRASS** and ADVANTAGE Financial. This topic will present an overview of the operating budget execution process.

By the end of this topic, you will be able to:

- Describe how **BRASS** is used in the operating budget execution process,
- Describe how **BRASS** and ADVANTAGE Financial interact in the operating budget execution process,
- Describe the **BRASS** Program Field,
- Describe stages,
- Describe the use of forms, views and reports,
- Describe the login process for **BRASS**, and
- **BRASS**-Grams.

Operating Budget Execution Process

Allotment Requests

Appropriation Modification Requests and Allotment Modification Requests

Allotment Requests
Agency creates Allotment Requests in **BRASS**.

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Allotment requests are reviewed, modified (if applicable) and approved by GOPM.

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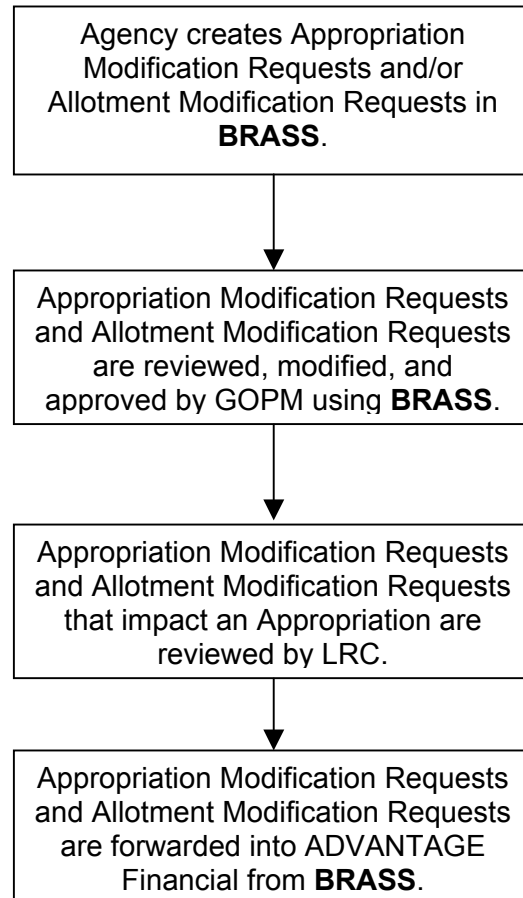| Allotment requests are forwarded into ADVANTAGE Financial from **BRASS.** |
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Appropriation Modification Requests and Allotment Modification Requests
Agency creates Appropriation Modification Requests and/or Allotment Modification Requests in **BRASS**.

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Appropriation Modification Requests and Allotment Modification Requests are reviewed, modified, and approved by GOPM using **BRASS**.

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Appropriation Modification Requests and Allotment Modification Requests that impact an Appropriation are reviewed by LRC.

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Appropriation Modification Requests and Allotment Modification Requests are forwarded into ADVANTAGE Financial from **BRASS**.

Operating Budget Execution Process

The Budget Execution process involves processing appropriations, allotments, appropriation modification requests, allotment modification requests and the Quarterly Restricted/Federal fund revisions. The process for each of these functions is discussed below.

Appropriations

- Appropriations are entered in **BRASS** by the Governor's Office for Policy and Management (GOPM) from the enacted appropriation bills, as revised.
- They are then forwarded by GOPM into ADVANTAGE Financial. ADVANTAGE Financial will then use this information in the budget and cash control functions.

Allotment Requests

- Allotment requests are entered in **BRASS** by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the allotments.
- GOPM forwards the allotments into ADVANTAGE Financial.

Appropriation Modification Requests

If your agency received a grant that was not expected in the original appropriations bill, you would need to request an increase in your appropriation. To do this, an appropriation modification request would be processed as outlined below. You would also need to complete an allotment modification request form and a Quarterly Revision form concurrently if it is a Restricted or Federal fund modification.

- Appropriation modification requests are entered in **BRASS** by the agencies and submitted to GOPM and a hard copy to LRC.

- GOPM then reviews, modifies (if applicable), and approves the appropriation modification request using **BRASS**.

- The Legislative Research Commission (LRC) reviews the appropriation modification request.

- Once it is approved, GOPM then forwards the appropriation modification into ADVANTAGE Financial using **BRASS**.

Allotment Modification Requests

The Allotment Modification Request process varies slightly depending upon the type of modification. The two types of allotment modifications are requests that **do not** impact an appropriation or requests that **do** impact an appropriation.

Let's look at the process for an allotment modification request that **does not** impact an appropriation. The modification will have a "net zero" impact on the appropriation.

For our discussion, let's assume that the first quarter expenditure activity for your agency will exceed the allotment amount. You can request an allotment modification to move a portion of your fourth quarter allotment to the first quarter. This would not change your overall annual allotment and would have a "net zero" impact on your appropriation.

The process for allotment modification requests that **do not** impact an appropriation is:

- An allotment modification request is entered in **BRASS** by an agency and submitted to GOPM.
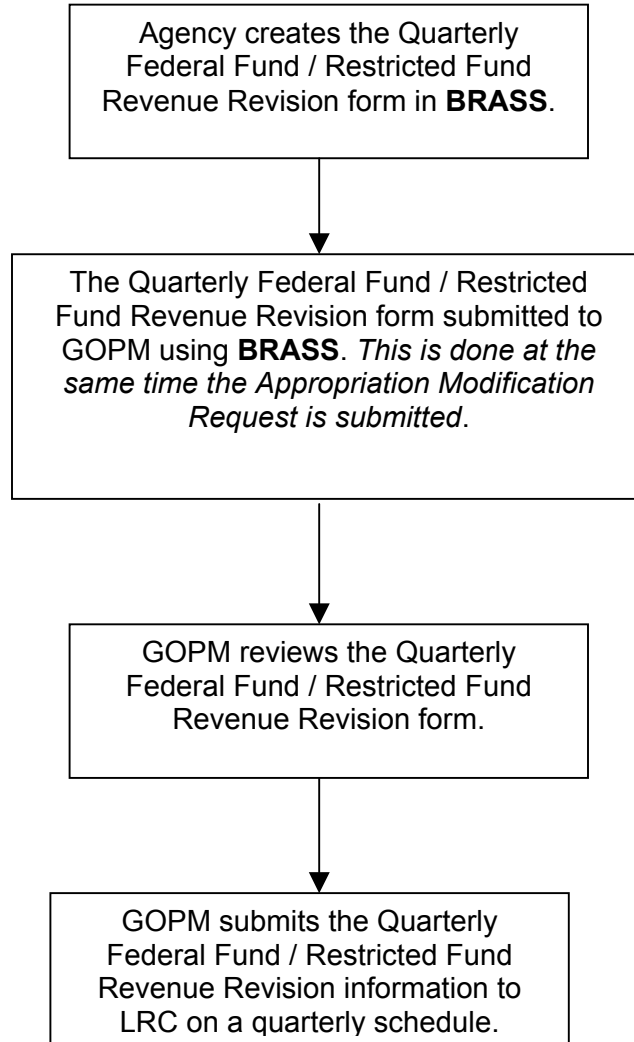
- GOPM then reviews, modifies (if applicable), and approves the allotment modification request using **BRASS**.

- Once it is approved, the allotment is forwarded into ADVANTAGE Financial from **BRASS**.

Let's now look at the process for an allotment modification request that **does** impact an appropriation. Since there is a change in the appropriation, the appropriation modification request and allotment modification request are created and processed concurrently.

Let's continue with the example discussed for the appropriation modification request. Your agency received a grant that was not expected in the original appropriation amount. You need to request an increase in your allotment when you request the increase in your appropriation.

- Allotment modification request forms are entered in **BRASS** by an agency.

- Agency submits written request to GOPM for the allotment modification, including the program code, fund and description of the **BRASS** allotment modification form(s) applicable.

- GOPM then reviews, modifies (if applicable), and approves the allotment modification.

- Once it is approved, GOPM forwards the change into the ADVANTAGE Financial system and submits a copy to LRC.

Operating Budget Execution Process

Quarterly Federal Fund / Restricted Fund Revenue Revision

Agency creates the Quarterly
Federal Fund / Restricted Fund
Revenue Revision form in **BRASS**.

The Quarterly Federal Fund / Restricted
Fund Revenue Revision form submitted to
GOPM using **BRASS**. *This is done at the
same time the Appropriation Modification
Request is submitted*.

GOPM reviews the Quarterly
Federal Fund / Restricted Fund
Revenue Revision form.

GOPM submits the Quarterly
Federal Fund / Restricted Fund
Revenue Revision information to
LRC on a quarterly schedule.

Quarterly Federal Fund / Restricted Fund Revenue Revisions

The appropriations bill requires any Federal Fund or Restricted Fund Appropriation Modification to be accompanied by information that reflects a revision in the estimated resources available from these funds. This information is submitted by the agency to GOPM. It is then forwarded to LRC by GOPM on a quarterly schedule for their Appropriation review process.

- The Quarterly Revenue Revision information is entered in **BRASS** by the agencies and submitted to GOPM. This information is submitted at the same time the Appropriation Modification is submitted.

- GOPM then reviews the information.

- The Quarterly Revenue Revision information is transmitted by GOPM to LRC on a quarterly schedule.

Recall our new federal grant example. Along with the Appropriation Modification and Allotment Modification Requests, that agency would complete and submit the Quarterly Revenue Revision information to GOPM.

BRASS – ADVANTAGE Financial

Capital Budgets

How **BRASS** facilitates the budget execution process and how it interacts with ADVANTAGE Financial varies depending upon whether it is a capital or operating budget. The chart below outlines how **BRASS** and ADVANTAGE Financial interact for <u>capital budgets</u>.

	BRASS	AFS
Original appropriation created to establish line-item project appropriation	X	
Original appropriation created to establish a non line-item project appropriation		X
Appropriation modification document created to modify both line-item and non line-item project appropriations		X
Original allotment request created to establish allotment		X
Allotment modification document created to modify Allotment		X
Original budgeted funding created to establish line-item project budgeted funding	X	
Original budgeted funding created to establish non line-item project budgeted funding		X
Adjustments to budgeted funding created to modify both line-item and non line-item budget funding		X

Operating Budgets

BRASS interacts with ADVANTAGE Financial differently for the execution of operating budgets than it does for the execution of capital budgets. The chart below outlines how **BRASS** and ADVANTAGE Financial interact for operating budgets.

	BRASS	AFS
Original appropriation created to establish appropriation	X	
Appropriation modification request created to modify appropriation	X	
Appropriation modification request forwarded to ADVANTAGE Financial		X
Original allotment request created to establish allotment	X	
Allotment modification request created to modify allotment	X	
Allotment modification request forwarded to ADVANTAGE Financial		X

BRASS PROGRAM FIELD
BUDGET EXECUTION

Level Number	Level Description	Consolidating Units (C)	Non-Consolidating Units (N)
1	Commonwealth	Commonwealth	
2	Branch of Government	Branch of Government	
3	Cabinet	Cabinet	
4	Combined Appropriations	Combined Appropriations	
5	Budget Bill Appropriation Unit	Budget Bill Appropriation Unit	
6	Appropriation Program/Allotment Roll-up	Allotment Roll-up	Appropriation Program Entry
7	Allotment Program		Allotment Program Entry

BRASS Program Field

The most important field in **BRASS** is the Program field. This field is actually a table where the Appropriation, Allotment, and all of their "roll-ups" or consolidations are identified. The Program field is also used to determine each user's security access to Programs.

There are two major elements of the Program field that affect how you use and understand it:

1. The Program field is hierarchical – meaning that information at a lower level rolls-up or consolidates to all levels above it.
2. The Program field includes both consolidating (roll-up) and non-consolidating (entry) units. Example: an Allotment program is a non-consolidating unit in the Program field for Budget Execution.

How the Program Field will be used

The Program field will be used every time you want to enter information into a **BRASS** Budget form. You will always select a Program unit on the "Outside of the Form" screen. Knowing the Program field's hierarchies, or levels, will be necessary for Spreadsheet Views and Reports.

The Commonwealth will use 7 levels of the Program field. You can think of each of these levels as a stop on a staircase. Each level reports to the next higher level in the hierarchy. If information is entered at level 7, then that information "rolls-up" or consolidates to each of the 6 levels above it. If you want to view information in **BRASS** from a "top-down" perspective, and you select level 5, then you will see the level 5 information and any information at levels 6 and 7 below it.

Example: Justice Cabinet's
Department of State Police

Level	Level Description	C or N	Code	Description
1	Commonwealth	C	STATE	Commonwealth of Kentucky
2	Branch of Government	C	EXEC	Executive Branch
3	Cabinet	C	CB32_CAB	Justice Cabinet
4	Combined Appropriations	C	JUST_CMAP	Justice Operations
5	Budget Bill Appropriation Unit	C	520_BILL	State Police
6	Appropriation Program Entry	N	520D0	State Police
6	Allotment Roll-up	C	520D0_AL	State Police – Allotment Roll-up
7	Allotment Program Entry	N	520DA0	State Police Administration

Consolidating and Non-Consolidating Units

A unit in the Program field can be set up as Consolidating (roll-up) or Non-consolidating (entry only). These are represented in **BRASS** as a **"C"** for Consolidating and an **"N"** for Non-Consolidating. **BRASS** allows for one level of the hierarchy to include both Consolidating and Non-consolidating units. A brief description of each level is listed below.

Level 1 Consolidating – Commonwealth: this is the roll-up for all three branches of government.

Level 2 Consolidating – Branch of Government: this is the level for the roll-up of each branch of government.

Level 3 Consolidating – Cabinet: this is defined as the MARS Cabinet within the ADVANTAGE Financial system (Agency Class).

Level 4 Consolidating – Combined Appropriations: this level is used for reporting purposes only.

Level 5 Consolidating – Budget Bill Appropriation Unit: this will represent the actual Appropriation level included in each branch Appropriations bill.

Level 6 Non-Consolidating – Appropriation Program Entry: this serves the following purposes for Budget Execution: 1) The level at which Appropriations are entered into **BRASS** for the **BRASS**/ADVANTAGE integration during the Budget Execution process; and 2) Agency entry for the Quarterly Restricted/Federal Fund Revenue Revision form. Having this "N" level at level 6 provides for Restricted Fund Appropriations by ADVANTAGE fund (1300, 2100, 2400, etc.) to be entered at this level, and allows them to be consolidated and reported at level 5.

Level 6 Consolidating - Allotment Roll-up: this unit consolidates all Allotment Programs for Budget Execution.

Level 7 Non-Consolidating – Allotment Entry: for Budget Execution this unit will be used for ADVANTAGE Allotment programs. It will be the selected unit for Allotment requests and Allotment modifications.

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Allotment Program

General Fund (0100)

534E0   **Department for the Blind**

Appropriation Total: **$2,055,200**

Allotments:

534EC0	**General Blind Services**	**$948,700**
534EJ0	**Ky Business Enterprise Program**	**$173,500**
534EL0	**Center for Independent Living**	**$933,000**

Total Allotments: **$2,055,200**

Operating Budget Allotment Attributes

Operating budget allotments have three attributes:

- Allotment Program
- Allotment by Object Type
- Allotment Period

In ADVANTAGE Financial, Allotment Programs can be used to control spending within a specified time period and to control spending by Object Type for the General Fund.

Allotment Program

An Allotment Program is a subset of an Appropriation Program by Fund. You can have more than one allotment program for an associated appropriation. In **BRASS**, Allotment Programs are displayed with the first three characters representing the MARS Agency Code and the last three characters representing the Allotment Program Code.

In this example, the Appropriation Program for the Department for the Blind (E0) is divided into three Allotment Programs as follows:

- EC0   General Blind Services
- EJ0   Ky Business Enterprise Program
- EL0   Center for Independent Living

The Allotment Programs in **BRASS** will match the Program Reference Table in ADVANTAGE Financial through use of the Form SAS-14. The SAS-14 is designed for use in both **BRASS** and ADVANTAGE Financial and is available through E-Forms. This will ensure that the program codes are the same in both systems.

Allotments by Object Type

Object Types for the General Fund

Object Type 01   Personal Services

Object Type 03   Operating Expenses

Object Type 04   Grants, Loans, Benefits

Object Type 05   Debt Service

Object Type 06   Capital Outlay

Quarterly Allotments

1st Quarter (July-Aug-Sept)

2nd Quarter (Oct-Nov-Dec)

3rd Quarter (Jan-Feb-Mar)

4th Quarter (Apr-May-June)

Allotments by Object Type

The Object Type is used to control spending for General Fund Allotment Programs for Object Types: Personal Services; Operating Expenses; Grants Loans Benefits; Debt Service; and Capital Outlay.

Allotment Programs established in the General Fund (0100) will be set-up with an associated Object Type. Allotment Program accounts for the Federal Fund, Restricted Fund, Road Fund, and some selected General Fund accounts will be established with no object type (denoted as Neither in ADVANTAGE Financial and Non-Breakdown in **BRASS**). The General Fund Object Types are shown to the left on Page 2 - 6.

Allotment Period

In addition to the segregation of Allotment Program Budgets by Object Type, these budgets are also split by time period – quarters. The breakout by quarters is shown to the left on Page 2 – 6.

Allotment Objects

Allotment Object	Description
B001	Regular Allotment
B002	Continued Allotment
B003	Special Allotment
B004	Allotment Revision Due to Reorganization
B005	Necessary Government Expense Allotment Revision
B006	Allotment of Current Year Appropriation
B007	Allotment from Surplus Expenditure Plan
B009	Budget Reduction Allotment
B010	Other Allotment Revisions
B011	Tobacco Settlement - I

Allotment Objects

Allotment transactions are differentiated through the use of Allotment Objects that indicate whether the Allotment was the original or a revision. For example, Regular Allotments (Allotment Object B001) represent allotments that are prepared during the regular allotment request process.   However, Other Allotment Revisions (B010) represent some actions that result from the allotment modification request process. A list of allotment objects and their definitions are shown below. You should note that Allotment Object B001 and B011 are the only ones you would use during the allotment request process.

In **BRASS,** field AA-Object (Appropriation/Allotment Object Table) is where the Appropriation and Allotment objects will be stored.   The intended uses of Appropriation and Allotment objects are to track and report original budgets and changes to those budgets by selected characteristics.

   ❑ **Regular**

Regular Appropriation (A001)

Regular Allotment (B001)

Operating budget appropriation and associated Operating budget allotments that originate from a Regular Session of the General Assembly and a branch of government appropriations act.

   ❑ **Continued**

Continued Appropriations (A002)

Continued Allotment (B002)

Operating budget appropriation balances and associated allotment balances forwarded from the prior fiscal year.

❑   **Special**

Special Appropriation (A003)

Special Allotment (B003)

Operating budget appropriation and associated Operating budget allotments that originate from an appropriation provision in any act of the General Assembly that is not the first biennial branch of government appropriations act; and any appropriation provision passed during an Extraordinary Session that is not the first biennial branch budget.

❑   **Revision Due to Reorganization**

Appropriation Revision Due to Reorganization (A004)

Allotment Revision Due to Reorganization (B004)

Operating budget appropriations and associated allotments that are transferred due to a reorganization/Executive Order action.

❑   **Mandated**

Mandated Appropriation (A005)

Mandated Allotment (B005)

Operating budget appropriation and associated Operating budget allotments due to Necessary Government Expense authorization.

❑   **Current Year**

Current Year Appropriation (A006)

Current Year Allotment (B006)

Operating budget appropriation and associated Operating budget allotments originating from a Regular Session of the General Assembly and a branch of government appropriations act for the current fiscal year. These occur biennially in the even numbered years.

❑ **Surplus Expenditure Plan**

Appropriation from Surplus Expenditure Plan (A007)

Allotment from Surplus Expenditure Plan (B007)

Operating budget appropriations and associated Operating budget allotments that occur based on a Surplus Expenditure Plan.

❑ **Budget Reduction Revision**

Budget Reduction Appropriation Revision (A009)

Budget Reduction Allotment Revision (B009)

Operating budget appropriation and associated Operating budget allotment revisions due to an official budget reduction.

❑ **Other Appropriation/Allotment Revision**

Other Appropriation Revision (A010)

Other Allotment Revision (B010)

Operating budget appropriation and associated Operating budget allotment other revisions not addressed by the above codes.

❑ **Tobacco Settlement**

Tobacco Settlement – I Appropriations (A011)

Tobacco Settlement – I Allotments (B011)

Operating budget appropriation and associated Operating budget allotments that occur based on the Phase I Tobacco Settlement.

<u>Stages</u>

Stages are the means by which forms progress through the Budget Execution process.   The number of stages and how they progress will vary slightly depending upon the type of form.

When a form is ready to progress from one stage to another, notification must be sent to the user/agency responsible for the next stage (i.e., GOPM).   The form will then be pulled to the next step by that user/agency.

Once a form has been pulled from one stage to another, access to the form will change.   In other words, the stage that the form is in will govern the access to that form.   Assume that Stage 1 of your form is Agency Submission and Stage 2 is GOPM review.   When GOPM pulls the form to Stage 2, the Stage 1 agency will no longer have access to look at or modify the form.

Forms, Views and Reports

Forms

BRASS uses forms as a point of entering information for the system. Forms are templates that you access from the list of forms available to your agency. Forms contain specific information for that specific action such as allotment modification requests.

Views

Views access information contained in forms and display them in a data table format such as you would see in a spreadsheet program. Views are able to access information from either one form or multiple forms. You can export the information contained in views into other spreadsheet or database programs for further analysis.

Reports

There will be form reports that are available for each form created and represent a print out of the form. There are also standard reports that access information that was entered through forms. They contain information entered in **BRASS** but will not contain additional information entered in ADVANTAGE Financial.

BRASS Logon Procedures

Prior to the beginning of each fiscal year, a new **BRASS** database will be created for Budget Execution purposes. Users with access to the current fiscal year database for Budget Execution will be granted access to the new fiscal year database. Each fiscal year, users will be required to login to the new fiscal year database and create a password before access to the **BRASS** functions for their agency is granted.

Access to the **BRASS** functions for the agency will **not** be immediate. During the Allotment process (month of May), access will be granted during a nightly cycle for those users who have created their password during the business day. After the Allotment process, access will be granted when a user notifies the BRASS Administrators that they have successfully created a password. The BRASS Administrators will then notify the user once the access has been completed.

Users who do not create a password in **BRASS** within 30 days of the notification that access has been granted will have their access revoked.

To login to **BRASS**, double-click on the **BRASS** icon on your screen or in the MARS Application folder on your screen. The hourglass may appear and then disappear before **BRASS** loads. If you are sure you have double-clicked once, do not double-click again.

When the Database selection box appears, select the appropriate database and click **OK**. Note: Each database shown is an individual database. Users must login to each database and create a different password in each one.
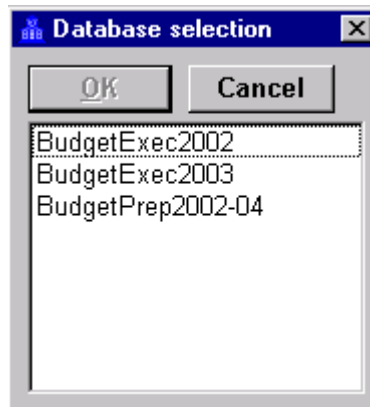

Once the **BRASS** login screen appears, enter the User ID provided to you in the Login field. If this is your first login to this database in **BRASS**, leave the Password field blank and click **OK.** You are required to create a password before access to the **BRASS** functions for your agency is granted.
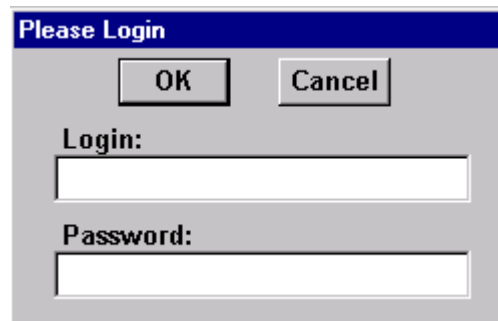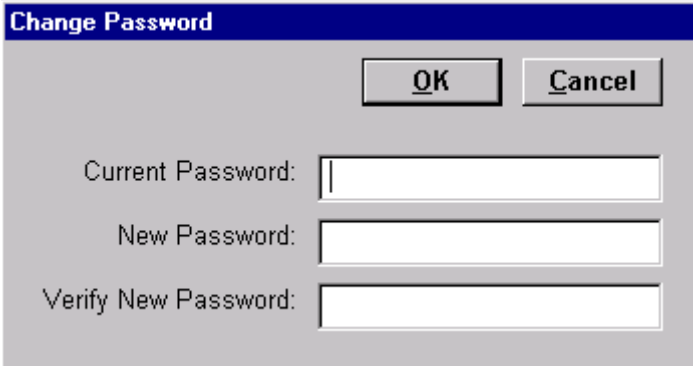
BRASS Password Procedures

Appropriate password security is very important. Your password is used to ensure that you are the person entering data or making changes, and that you are authorized to enter that data or make those changes. Having a password that is unique and not easily guessed is the best way to ensure the secrecy of your password. Refer to the MARS Guideline: Users' Password Security (http://www.state.ky.us/agencies/adm/mars/MARSGuidelinePasswordSecurities101001.doc) for guidelines in creating MARS passwords.

To change your **BRASS** password, from the main **BRASS** screen, click on **Utilities** ⎯⎯⎯▶ **Change Password.**
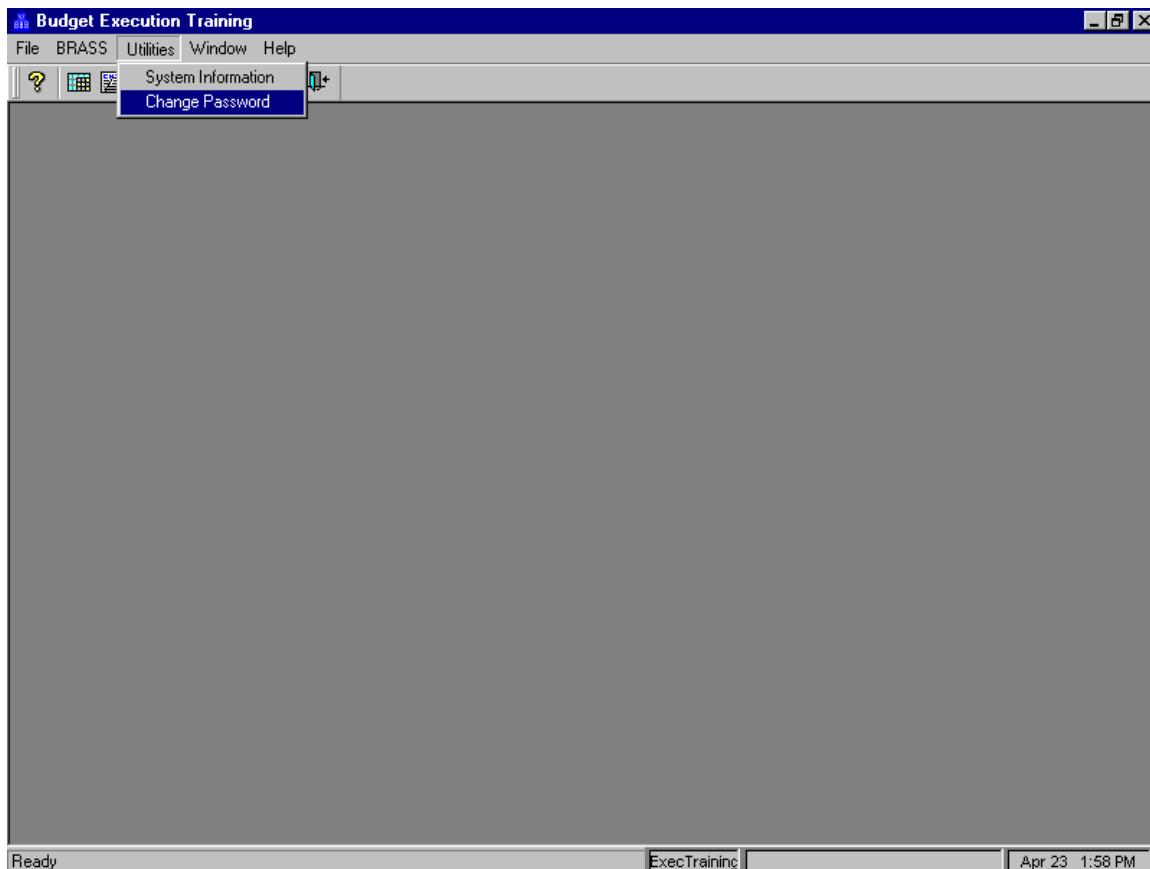
Change password: When the Change Password dialog box appears, enter your current password in the **Current Password** field. If you do not have a password leave this field blank. Tab to the **New Password** field and enter a password of your choice. Your password must be between 8 to 32 characters in length and should contain both alpha and numeric characters. Special characters are not permitted. Tab to the **Verify New Password** field and re-enter your new password. Click **OK**.

Once you have created a password, you will use it each time you sign on to **BRASS.** <u>**Remember your password**</u>; system administrators do not have a record of it and cannot provide it to you if you forget.

BRASS-Grams

BRASS includes an internal email system that allows you to send electronic "**BRASS**-Gram" messages to other **BRASS** users. The Budget-Gram function can be accessed in two ways: 1) From the **BRASS** menu by clicking on Budget-Gram; and 2) From the "Reason for Change" box that appears when saving budget forms after the first time.

## Accessing Budget-Gram from the BRASS Menu

From the main **BRASS** screen, click on **BRASS** → Budget-Gram. The **BRASS**-Gram window will appear. Any folders that contain messages will have lines in them.
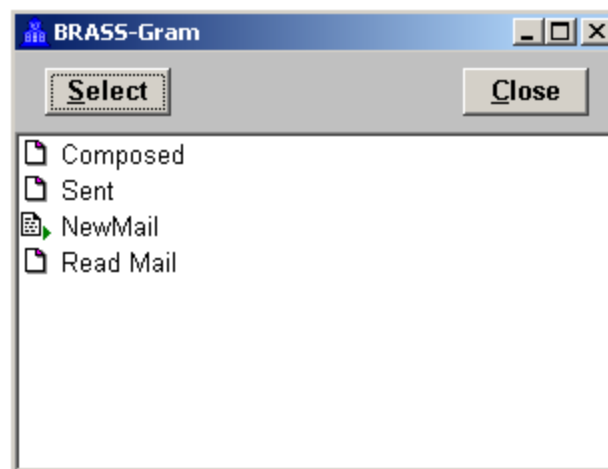

Sending BRASS-Grams from the Main BRASS Desktop

To compose a new **BRASS**-Gram, double click on Composed. Highlight New and double click or single click on Select. The **BRASS**-Gram – Composing New windows will appear.
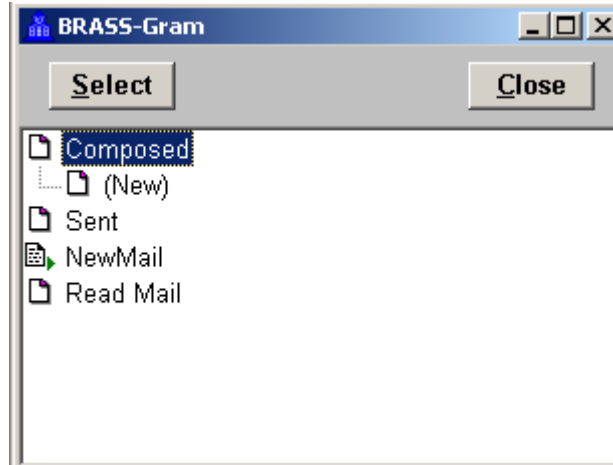
Your Internal User ID will appear in the From field. The Internal User ID is used inside of **BRASS** only and is not one that you will need to remember. Click on the ↓ arrow to the right of the TO or CC fields to open a list of all **BRASS** users. Highlight the user you wish to send or CC the **BRASS**-Gram to and click Select. You can send **BRASS**-Grams to additional users by highlighting their Ids and clicking Select again. When you have finished, click Close to close the window.
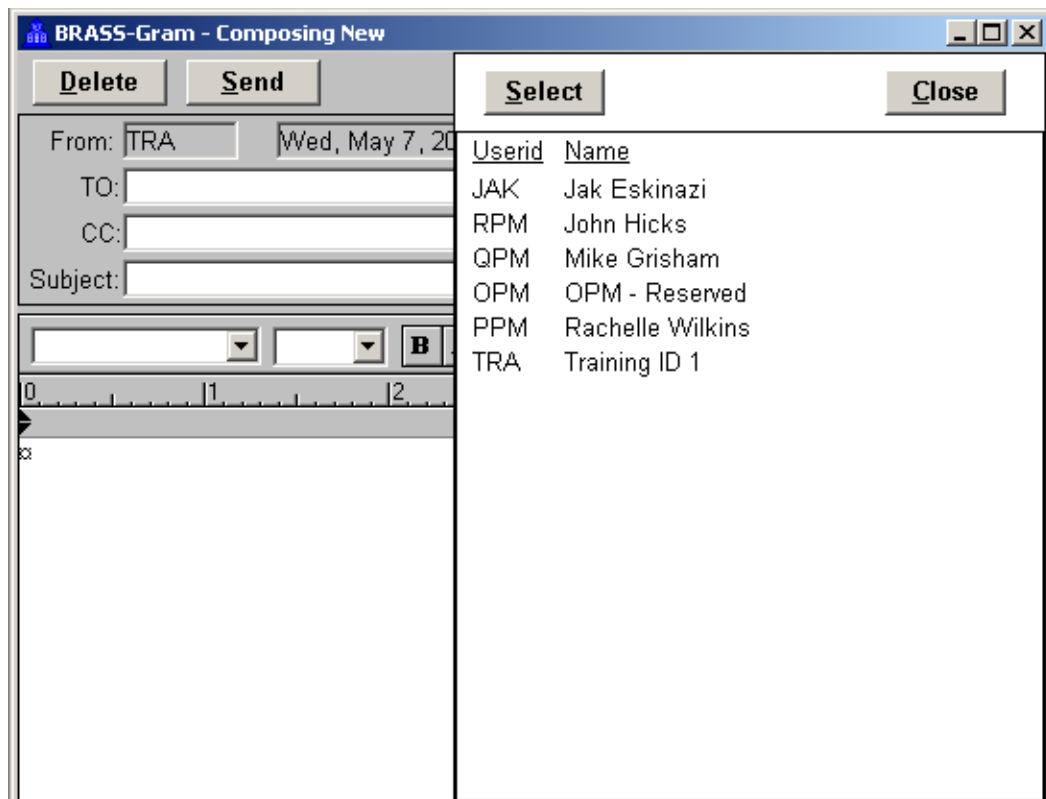
After you have composed your **BRASS**-Gram, click Save to save it without sending it, or click Send to send it. If you click Save, the **BRASS**-Gram will be saved by Subject under the composed folder. If you click Send, a copy of the message will be saved under the Sent folder.

Reading BRASS-Grams

If you have **BRASS**-Grams waiting, you will receive a notification when you sign on to **BRASS**. You will also be informed when you look at the **BRASS** menu structure as the Budget-Gram line will appear with a check mark.
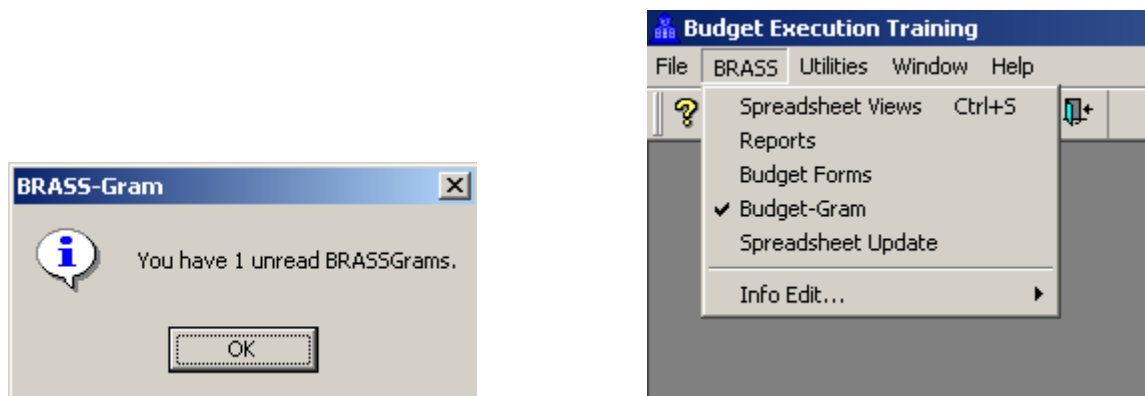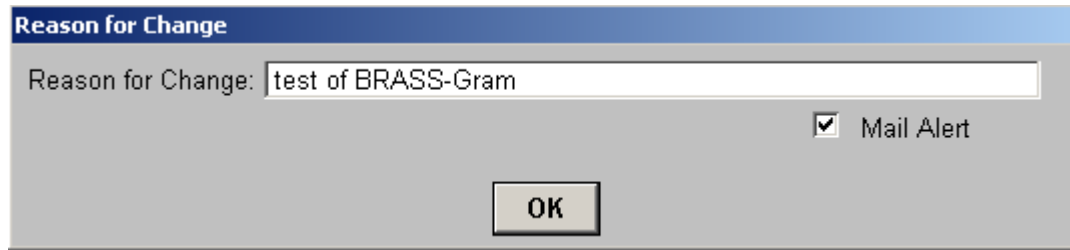

To read your waiting **BRASS**-Grams, Select **BRASS**➤   Budget Grams. Click on the NewMail folder. Each **BRASS**-Gram that you have received will be shown below. To read a message, highlight it and double-click or click Select. After you have read the message, you can click Save to save the message and move it to the Read Mail folder, or Delete to delete the message permanently.

Accessing Budget-Gram from the Reason for Change Box

Budget-Grams can be used to notify a reviewer in the next Stage that a budget form is ready to review. To access the **BRASS**-Gram feature, click the Mail Alert box on the Reason for Change window and then click OK.

This will take you to the Budget-Gram module in **BRASS**. You can complete the Form and Serial Number information and click Send, or save your **BRASS**-Gram as shown above.

In this topic, you learned about:

- How **BRASS** is used in the budget execution process,
- How **BRASS** and ADVANTAGE Financial interact in the budget execution process,
- The use of the **BRASS** Program field,
- The use of stages, forms, views and reports,
- How to login to **BRASS**, and
- How to send **BRASS**-Grams.

In the next topic, you will learn more about the allotment request process.

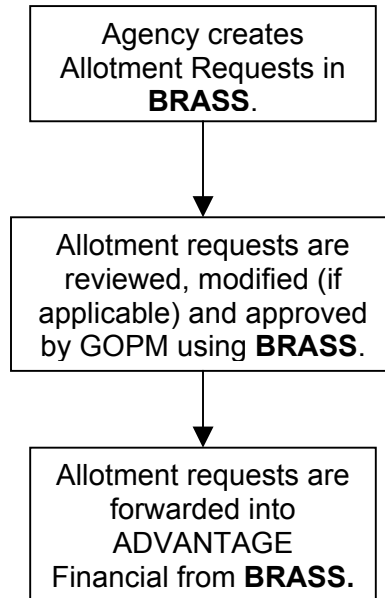# Topic 2: Allotment Requests for Operating Budget Execution

This topic provides information about the allotment request process and how to prepare Allotment Request forms. Accessing and utilizing available spreadsheet views will also be discussed. The MARS: Capital Construction course discusses capital budget execution.

By the end of this topic, you will be able to:

- Describe the Allotment Request process for operating budgets,

- Complete a representative Allotment Request form,

- Access a report associated with Allotment Request form,

- Refresh a report, and

- Compare Allotment Request to Appropriation.

Allotment Request Process

Allotment Requests

```
┌─────────────────────────┐
│     Agency creates      │
│   Allotment Requests in │
│        BRASS.           │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Allotment requests are│
│    reviewed, modified (if│
│  applicable) and approved│
│  by GOPM using BRASS.   │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Allotment requests are│
│      forwarded into     │
│        ADVANTAGE        │
│   Financial from BRASS. │
└─────────────────────────┘
```

Allotment Requests

After the Biennial Budget Preparation process has been completed and the Appropriation bills enacted, the Governor's Office for Policy and Management (GOPM) will process the Appropriations. It is at this point that Allotment Request forms are completed and processed. The Allotment Request process must be completed prior to the beginning of each fiscal year.

GOPM initiates the allotment request process through communication with all state government organizational entities. This communication outlines the Allotment Request process and all of the guidelines on preparing the allotment information.

Allotment requests follow the process below:

- Allotment requests are entered in **BRASS** by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the allotments.
- GOPM forwards the allotments into ADVANTAGE Financial.

Allotment Request Form
"Inside of the Form"

Budget Execution Training									_ ₽ ×

File   BRASS   Utilities   Window   Help

Allotment Request: 3 - Parks Allotment Request

Insert	Delete	Move	Audit		Net Cost ▼			Apply	Save	Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			*2,600,000*	*2,600,000*	*2,600,000*	*2,600,000*	*0*	*10,400,000*
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			*1,900,000*	*1,900,000*	*1,900,000*	*1,900,000*	*0*	*7,600,000*
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			*1,600,000*	*1,600,000*	*1,600,000*	*1,600,000*	*0*	*6,400,000*
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			*550,000*	*550,000*	*550,000*	*550,000*	*0*	*2,200,000*
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Allotment Request Form

The Allotment Request form is used to enter the requested amounts for each Allotment Program prior to the beginning of each fiscal year. Allotment Request forms are processed after the Appropriation process is completed. **BRASS** has one Allotment Request form for each discrete Fund and Appropriation Program Combination.

For example, The Department of Parks has four General Fund Allotment Program accounts and four Restricted Fund Allotment Program Accounts. In this situation, the Department of Parks would complete two Allotment Request Forms, one for each Fund. All Allotment Programs with the same Fund can be submitted on the same form.

It is important to note that if an Allotment Program account will not have any allotment amounts, then you do **not** complete a **BRASS** Allotment Request form for that Allotment Program account. Also, only the Object Types used by an Allotment Program need to be included in the lines of the Allotment Request form.

The screen view shows a completed Allotment Request form for the Department of Parks. This form is for the Department of Parks General Fund Appropriation Program: State Resort Parks. The Department of Parks has a total of four General Fund Allotment Program accounts. This Allotment Request form includes all General Fund Allotment Program accounts for the Department of Parks.

Allotment Request Form
"Inside of the Form"

Budget Execution Training

File BRASS Utilities Window Help

Allotment Request: 3 - Parks Allotment Request

| Insert | Delete | Move | Audit | | Net Cost ▼ | | Apply | Save | Cancel |

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			*2,600,000*	*2,600,000*	*2,600,000*	*2,600,000*	*0*	*10,400,000*
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			*1,900,000*	*1,900,000*	*1,900,000*	*1,900,000*	*0*	*7,600,000*
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			*1,600,000*	*1,600,000*	*1,600,000*	*1,600,000*	*0*	*6,400,000*
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			*550,000*	*550,000*	*550,000*	*550,000*	*0*	*2,200,000*
				6,650,000	*6,650,000*	*6,650,000*	*6,650,000*	*0*	*26,600,000*

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Let's look at a few of the key fields:

The Allotment Program Codes are: 670CA0, 670CB0, 670CC0, AND 670CD0. Remember that the 670 represents the MARS agency code and the CA0 represents the Allotment Program Code.

The Fund Code is the same four-digit fund code that would be used in ADVANTAGE Financial.

The Object Type is the same two-digit Object Type Code that would be used in ADVANTAGE Financial.

The Allotment Periods are broken down by Qtr1, Qtr2, Qtr3, Qtr4 and Unallotted. Amounts are entered in each of the appropriate quarters for each Object Type.

The buttons below the title line perform the following functions:

Insert – When you enter the form, the hand pointer is on Line 1. If you are entering several Allotments within this Appropriation and fund, you must do it on different entry lines on the same form. To add additional lines, click on **Insert**.

Delete – If you find you need to delete a line that you've entered, make sure that all amounts on the line to be deleted are zero. Click the mouse pointer on that line, and then click the mouse pointer on **Delete**.

Move – This button is used to rearrange the order of the lines in the form. Click on the line that you wish to move and then click your mouse pointer on **Move**. The mouse pointer will change shape to a circle with a diagonal line in it. Move the cursor to the location you want to move the line to and click your left mouse button. The line will move to the new location.

Allotment Request Form

"Inside of the Form"

Budget Execution Training									
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Allotment Request: 3 - Parks Allotment Request

Insert	Delete	Move	Audit		Net Cost ▼			Apply	Save	Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			1,900,000	1,900,000	1,900,000	1,900,000	0	7,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			1,600,000	1,600,000	1,600,000	1,600,000	0	6,400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			550,000	550,000	550,000	550,000	0	2,200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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*(Note: It is possible in **BRASS** to move a line below the total line. However, if you do this, the total will not change, so if you're not careful, your form will begin to look very odd.)*

<u>Audit</u> – This button is used to access the audit trail for **BRASS** forms. The audit trail is only created when the form is <u>saved and posted to the database</u>. For Budget Execution purposes, the audit button is only useful on the Allotment Request and Quarterly Revision forms.
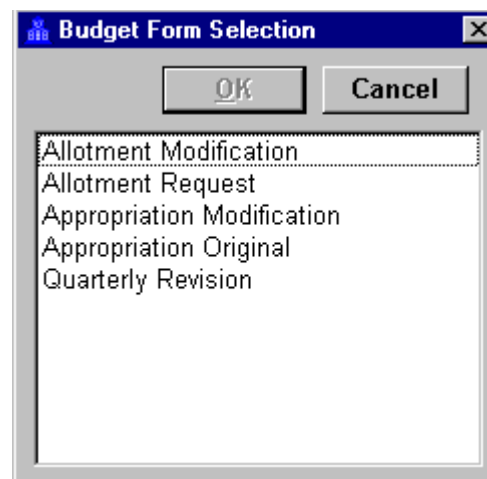
For forms that do save and post in more than one stage, the audit trail lists each transaction (line in the budget form) by stage, with a User ID and date/time stamp of when the entry was made.

You will also see the audit trail feature working when you change a number previously entered in a saved form. A Reason for Change dialog box will appear.

BRASS Menu Option
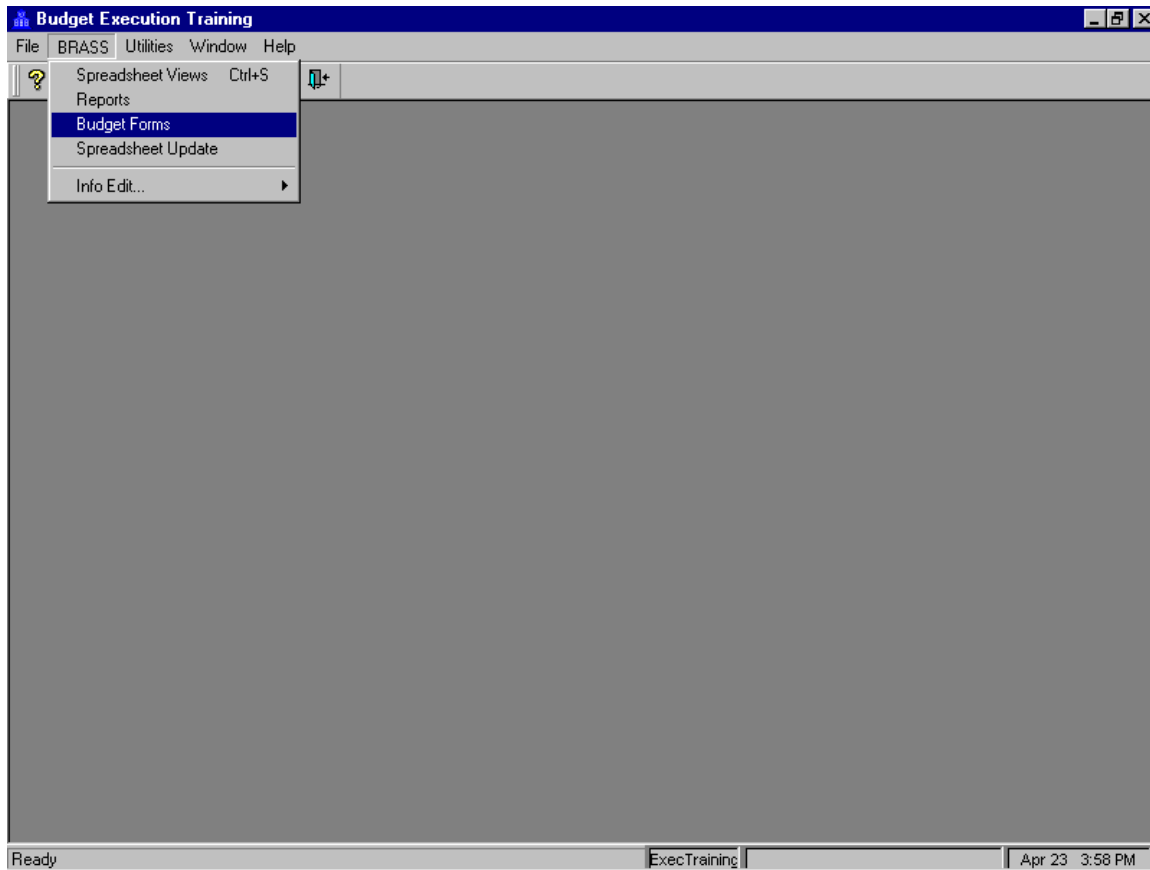
Budget Form Selection Window

Accessing an Allotment Request Form

Let's do a walkthrough to create an Allotment Request form for a General Fund Allotment Program account.

The first step is to access the correct Budget Form. To do that, you would complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Request form.

Step 3: Select **Allotment Request**

The Allotment Request (outside of the form) should now be displayed.

Allotment Request

"Outside of the Form"

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Budget Execution Training                                        _ □ ×
File  BRASS  Utilities  Window  Help
  ?  ▦ ▨ ▦ ▥   ⚓ 🖨 ⟳ ⬚

    Allotment Request                                      ×

                           Report      OK      Cancel

       Program:            Serial Number:                    ▼
          Fund:
        Agency:
     AA-Objects:

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Completing the "Outside of the Form"

Let's populate this screen:

Step 1: *Program* field. This field is used to designate which Allotment Program to use. Click on the down arrow and type the agency code "☺☺☺". All eligible Non-Consolidating data elements in the program table will be in the drop-down list.

Notice how the menu list goes directly to the first Program for Agency "☺☺☺".

Step 2:   Choose "☺☺☺☺☺_AL".

Important Note: The drop down list will only include the programs for which you have security access. The Appropriation Unit (which is the 3-digit MARS Agency and 2-digit Appropriation Program Code) will be followed by _AL in the drop down list.

Step 3: *Fund* field. This field is used to designate which Fund to use. Click on the down arrow and select "0100 General Fund". Note that "0100" is the same fund code used for General Fund in ADVANTAGE Financial.

Step 4: *Agency* field. This field is used to designate which Agency to use. This should be the same Agency that is represented in the first three characters of the Program field. This is your MARS Agency code. Click on the down arrow and select "☺☺☺".

Allotment Request

"Outside of the Form"

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Budget Execution Training                                                  _ ♂ ×
File   BRASS   Utilities   Window   Help
  ?  ▦ ▦ ▦ ▦  ♠ ♨ ♲ ▯
  ┌─ Allotment Request ──────────────────────────────────── ×
  │                        [ Report ]  [  OK  ]  [ Cancel ]
  │
  │    Program: 670C0_AL      Serial Number: [ (New)          ▼ ]
  │       Fund: 0100
  │     Agency: 670          Description: Parks Allotment Request
  │  AA-Objects: B001             Stage: [ 1  ▼ ]    ( )
  │                             Priority: [         ▼ ]   Type: [      ▼ ]
  │                              Code 1: [         ▼ ]  Code 2: [      ▼ ]
  │                              Code 3: [         ▼ ]  Code 4: [      ▼ ]
  └──────────────────────────────────────────────────────────

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Step 5: *AA-Object* field. This field is used to identify the allotment object. For the Allotment Request form you will choose B001 except for allotments funded from the Tobacco Settlement – Phase I funds. For those allotments, select B011 in this field. Click on the down arrow and select "B001".

Step 6: *Serial Number* field. If you are creating a new form, you would select "(New)" and a serial number will be assigned by the system. If you are accessing a form that has already been created, then you would choose the correct serial number from the drop down list. Click on the down arrow and select "(New)".

Step 7: *Description* field. The *Description* field is where you will assign a name to your Allotment Request form. This name will always be assigned to this Allotment Request form. Remember, each Fund, Appropriation Program, and Allotment Object combination will have its own form. The Description Name will be the way you can identify which Appropriation Unit/Fund a Form represents (as it will be displayed across the top of the form). You may enter up to 30 characters with spaces. A good "rule of thumb" would be to enter the Appropriation or Agency followed by the Fund abbreviation. Type in a description.

Allotment Request

"Outside of the Form"

Step 8: *Stage* field.   This field indicates the stage the document is in the process cycle. Click on the down arrow and select "Stage 1 Agency Request".   This represents the initial Agency Request stage for the Allotment Request process.

It is important that you understand stages in **BRASS**.   Stages are used to distinguish between various users at different points in the budget execution process.   Your access to stages for online budget forms is determined by your security profile.

Hint: You can tell the stage of a particular form from the ( ) to the right of the Stage field.   If the form has been used before and saved, the number in the parentheses shows the stage in which the form was last saved.   If this is the first time this form has been created but not used (New), the parentheses will be blank.

Subsequent users advance forms to the next stage once they are completed. Once a completed form is ready to submit, the agency will notify its assigned GOPM Analyst per Commonwealth procedures.   GOPM will access the form online and advance it to the next stage.

Depending on the procedures established in your agency, Stage 1 and Stage 2 entries may be done by the same person.

Allotment Request

"Outside of the Form"

 Seven (7) stages are used to process the Allotment Request form:

Stage 1   Initial entry by agency personnel.
Stage 2   Final agency approval/official submission.
Stage 3   Initial GOPM review.
Stage 4   GOPM approval.
Stage 5   Reserved.
Stage 6   Reserved.
Stage 7   Posting to ADVANTAGE.

<u>IMPORTANT: Once the form has been advanced to the next stage, you cannot access it again in an earlier stage.</u> You will not even see it on the drop down menu of serial numbers and descriptions unless your form security access level allows access to that stage

GOPM will access the form online and advance it to the next stage. Following GOPM review and approval, GOPM will advance the form to another stage. The information will then be loaded in ADVANTAGE Financial.

Step 9:   Leave the following fields blank.

Priority
Code 1
Code 2
Code 3
Code 4
Type

Note: These are reserved for use at a later date.

Step 10: Click "OK". The Allotment Request form that you just named will be created.

Now, we will populate the Allotment Request Form.

Allotment Request

"Inside of the Form"

Budget Execution Training

File BRASS Utilities Window Help

Allotment Request: 3 - Parks Allotment Request

Insert | Delete | Move | Audit | Net Cost ▼ | Apply | Save | Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Completing the "Inside of the Form"

Each line on the Allotment Request form can correspond to one object type. Recall that the Object Types are:

- Personal Services (01)
- Operating Expenses (03)
- Grants, Loans, Benefits (04)
- Debt Service (05)
- Capital Outlay (06)
- Non-Breakdown (NBK): Federal Fund, Restricted Fund, Road Fund, and selected General Fund Allotment Program accounts.

Notice that the Allotment Request form has only one tab: General. A **BRASS** form can have a maximum of 3 tabs.

The Allotment Request form is a template that has predefined columns. These are the Allotment Period columns, the unallotted column and a column that reports the total of the line(s). The total column is a protected column.

Allotment Request

"Inside of the Form"

	Budget Execution Training									_ 8 X

File BRASS Utilities Window Help

Allotment Request: 3 - Parks Allotment Request _ □ X

Insert	Delete	Move	Audit		Net Cost ▼			Apply	Save	Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Populating the Allotment Request Form

Navigation Tip: Remember that you move through your form using the <TAB> key. **DO NOT HIT <ENTER>** to move from cell to cell. If you hit <ENTER>, you will save the information.

The first thing you need to do in a form is to create your lines. These lines are for your Program and Object Types.

Step 1: Click on the Insert button 5 times to insert the number of lines you can use for each Program. These 5 lines represent the maximum number of Fund/Object Type combinations that are possible. You may use fewer than this, depending upon your needs. Remember, you can have more than one Program for each Fund. Thus, you could insert additional lines for each Allotment Program.

Step 2: In the *Program* field for each line, Select the down arrow and choose ☺☺☺☺☺☺ (Agency and Allotment).

Step 3: In the Object field for line 1, select the Down Arrow and choose "01 Personal Services".

Allotment Request

"Inside of the Form"

Budget Execution Training

File   BRASS   Utilities   Window   Help

Allotment Request: 3 - Parks Allotment Request

Insert   Delete   Move   Audit   Net Cost ▼   Apply   Save   Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Step 4: In the Object field for line 2, select the Down Arrow and choose "03 Operating Expenses".

Step 5: In the Object field for line 3, select the Down Arrow and choose "04 Grants, Loans, Benefits".

You have entered the Object Types that you will need for this Allotment Request form. Now, let's delete the two extra blank lines.

Step 6: In the Seq field for line 4, select the Delete button. The first blank line should now be removed from the form.

Step 7: Repeat Step 6 for the remaining blank line.

Allotment Request Form

Grouped by Program

Budget Execution Training									_ 8 X
File BRASS Utilities Window Help									

Allotment Request: 3 - Parks Allotment Request

Insert Delete Move Audit Net Cost ▼ Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			1,900,000	1,900,000	1,900,000	1,900,000	0	7,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			1,600,000	1,600,000	1,600,000	1,600,000	0	6,400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			550,000	550,000	550,000	550,000	0	2,200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Once you have created the lines, you are now ready to enter the quarterly allotment request amounts for each Object Type. (Reminder: round to the nearest $100)

Step 8: Enter the information below for Object Type 01 Personal Services.

	Personal Services
QTR 1	2,500,000
QTR 2	2,500,000
QTR 3	2,500,000
QTR 4	2,500,000

Step 9: Enter the information below for Object Type 03 Operating Expenses.

	Operating Expenses
QTR 1	300,000
QTR 2	300,000
QTR 3	300,000
QTR 4	300,000

Step 10: Enter the information below for Object Type 04 Grants, Loans, Benefits.

	Grants, Loans, Benefits
QTR 1	1,000,000
QTR 2	1,000,000
QTR 3	1,000,000
QTR 4	1,000,000

Allotment Request Form

Grouped by Object Type

Budget Execution Training

File BRASS Utilities Window Help

Allotment Request: 3 - Parks Allotment Request

| Insert | Delete | Move | Audit | | Net Cost ▼ | | | Apply | Save | Cancel |

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
			01	4,200,000	4,200,000	4,200,000	4,200,000	0	16,800,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
			03	1,800,000	1,800,000	1,800,000	1,800,000	0	7,200,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
			06	650,000	650,000	650,000	650,000	0	2,600,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Micro-Finder Tool

The Micro-Finder Tool in **BRASS** helps you to see the title of an Object Type while in a budget form. To do this, place your cursor on the Object Type cell and the full title will appear in the lower left hand corner.

Use the Micro-Finder to view the full titles for each Object Type cell.

Net Cost Field/Column Totals

At the top of each budget form, there is a field that reads "Net Cost". This field will let you define the column totals in the budget form. You can choose sum of expenses, sum of revenues, or net total of expenses and revenues. This tool will allow you to see updated column totals without having to access a Spreadsheet View or Report.

In your Allotment Request form, the Objects are defined as "expenses" in **BRASS**. Since there are no revenue Objects, the Net Cost column total are adds all expense objects. These are reflected in the blue numbers at the bottom of each column.

Allotment Request Form

Grouped by Object Type

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLAGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
			01	4,200,000	4,200,000	4,200,000	4,200,000	0	16,800,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
			03	1,800,000	1,800,000	1,800,000	1,800,000	0	7,200,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
			06	650,000	650,000	650,000	650,000	0	2,600,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Saving the Allotment Request Form

After you have completed populating the fields, you will want to save the form. There are two ways to save the form, depending upon if you want to keep the form open or wish to close it.

If you want to save the form and keep it open, you would select the Apply button. If you want to save and close the form, you would select the Save button.

Remember, you can save a form using either method and continue to make changes as long as you are in the same Stage in which you created the form. Once the form is advanced to a subsequent Stage, your access to the form may be limited to just the Stage in which you created the form.

Let's save the Allotment Request form without closing the form.

Step 1:   Select the Apply button.

Next, you will look at the Audit Report for your Allotment Request form.

Audit Report

```
Budget Execution Training - [Audit Trail  {S/N: 3}]                              _ 8 X
  File  BRASS  Utilities  Window  Help                                           _ 8 X
  ?    ▦ ▨ ▦ ▥   ⚞ 🖨 ♻ 🡒
```

						Commonwealth of Kentucky				
						Allotment Request: 3 - Parks Allotment Request				
						Audit Trail Listing				
4/23/2002										
Form: d_flex_audit_rep										
Program	Fund	Agency	AA-Objec	Object	Stage	Col	Amount	Reason	User	TimeStamp
670CA0	0100	670	B001	01	1	Y1Q1AGORG	2,000,000.00		TRAININ	./23/2002 16:27:01
670CA0	0100	670	B001	01	1	Y1Q3AGORG	2,000,000.00		TRAININ	./23/2002 16:27:01
670CA0	0100	670	B001	01	1	Y1Q2AGORG	2,000,000.00		TRAININ	./23/2002 16:27:01
670CA0	0100	670	B001	01	1	Y1Q4AGORG	2,000,000.00		TRAININ	./23/2002 16:27:01
							8,000,000.00			
670CA0	0100	670	B001	03	1	Y1Q1AGORG	500,000.00		TRAININ	./23/2002 16:27:01
670CA0	0100	670	B001	03	1	Y1Q4AGORG	500,000.00		TRAININ	./23/2002 16:27:02
670CA0	0100	670	B001	03	1	Y1Q3AGORG	500,000.00		TRAININ	./23/2002 16:27:02
670CA0	0100	670	B001	03	1	Y1Q2AGORG	500,000.00		TRAININ	./23/2002 16:27:02
							2,000,000.00			
670CA0	0100	670	B001	06	1	Y1Q3AGORG	100,000.00		TRAININ	./23/2002 16:27:02
670CA0	0100	670	B001	06	1	Y1Q4AGORG	100,000.00		TRAININ	./23/2002 16:27:02
670CA0	0100	670	B001	06	1	Y1Q1AGORG	100,000.00		TRAININ	./23/2002 16:27:02
670CA0	0100	670	B001	06	1	Y1Q2AGORG	100,000.00		TRAININ	./23/2002 16:27:02
							400,000.00			
670CB0	0100	670	B001	01	1	Y1Q3AGORG	1,000,000.00		TRAININ	./23/2002 16:27:02
670CB0	0100	670	B001	01	1	Y1Q2AGORG	1,000,000.00		TRAININ	./23/2002 16:27:02
670CB0	0100	670	B001	01	1	Y1Q1AGORG	1,000,000.00		TRAININ	./23/2002 16:27:02

```
Ready                                        ExecTraining              Apr 23  4:48 PM
```

Accessing the Audit Report

BRASS creates an Audit Report for most forms that details all the changes that have been made to that particular form. The Report will show you information about Program, Fund, Object, Appropriation/Allotment Object, Stage, Column Name, Amounts, Reason, User, and Date-Time Stamp. This report is very useful when you have to track down a number on a budget form that has been changed many times.

Let's access the Audit Report for the Allotment Request form that was just created.

Step 1:   Select the Audit button.

The Audit Report should now be displayed.

BRASS Menu Option
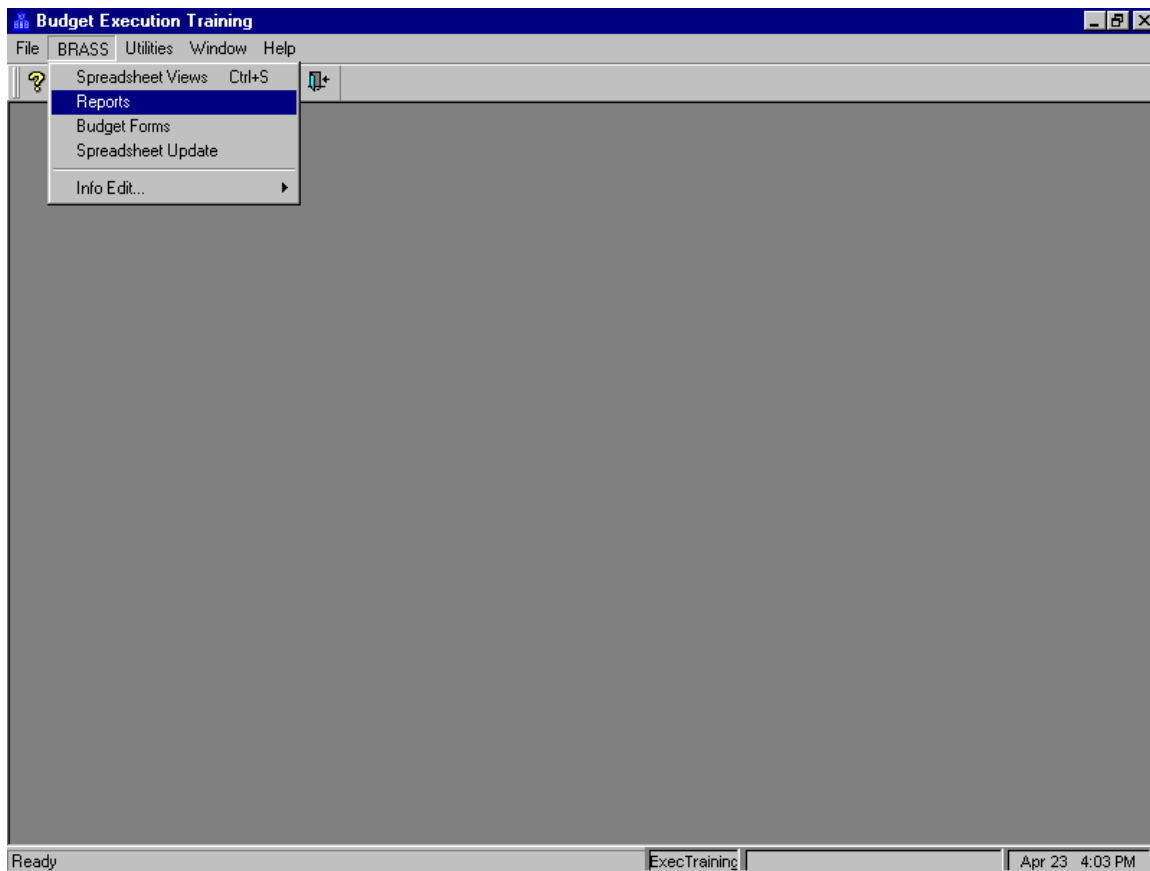
Report Selection Window
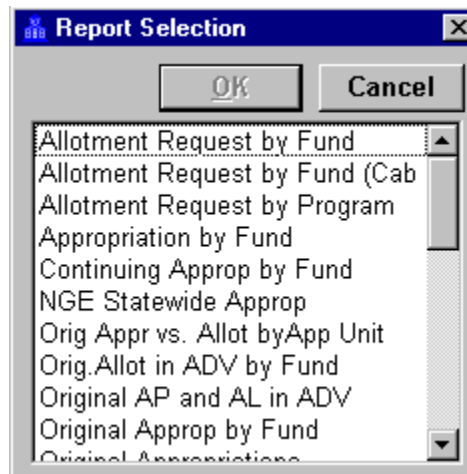
BRASS Reports

Now, let's complete the steps to access the **BRASS** Report of your form.

Step 1:   On the **Menu Bar** -- Select **BRASS**

Step 2:   Select **Reports**

A list should appear that contains several available reports.

Step 3:   Select **Allotment Request by Program** and Click **OK**

Allotment Request "Outside of Reports" Window
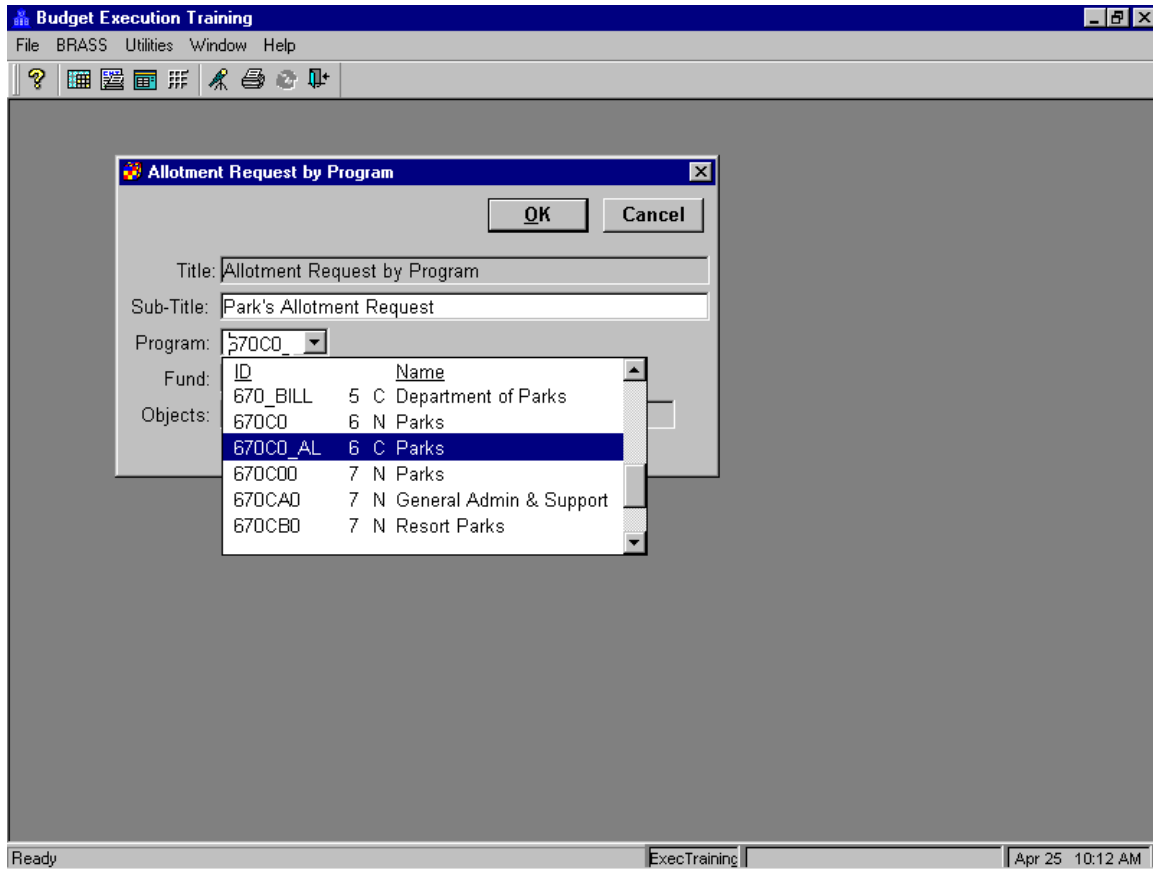
An "Outside the Report" dialog box for the Allotment Request Report is now open. There are several protected fields that you cannot edit. The information for these fields is inferred from your Form. These fields are Title, Fund, and Objects. Let's populate the non-protected fields to select the report.

Step 1: *Sub-Title* field. This field will appear on the report under the pre-defined Report Title. Type a Sub-Title for your report.

Step 2: *Program* field. Click the down arrow and select the Program you used in creating the Allotment request Form. Type ☺☺☺☺☺_AL and then click OK.

Allotment Request Report Form

```
Budget Execution Training 2002 - [Allotment Request by Program]
File   BRASS   Utilities   Window   Help
```

Budgeting Technology, Inc.
Allotment Request by Program
Park

	Allotment Qtr 1 Original FY 00-01	Allotment Qtr 2 Original FY 00-01	Allotment Qtr 3 Original FY 00-01	Allotment Qtr 4 Original FY 00-01	Unallotted Original FY 00-01	Allotment Total Original FY 00-01
670CA0 - General Admin & Support						
0100 - General Fund						
01 - Personnel	2,000,000	2,000,000	2,000,000	2,000,000	0	8,000,000
03 - Operating Expenses	500,000	500,000	500,000	500,000	0	2,000,000
06 - Capital Outlay	100,000	100,000	100,000	100,000	0	400,000
0100 - General Fund	*2,600,000*	*2,600,000*	*2,600,000*	*2,600,000*	*0*	*10,400,000*
670CA0 - General Admin & Support	**2,600,000**	**2,600,000**	**2,600,000**	**2,600,000**	**0**	**10,400,000**

```
4/30/01                                                    Page 1 of 4
Form: d_generic_ss3_wkl
Ready                                 ExecTraining              Apr 30   4:48 PM
```

A report of your Allotment Request should now be visible. This report is accessible at any time even though your Allotment Request form is not accessible after it is advanced to the GOPM stage.

Your report may have more than one page. If so, you can tell at the bottom of the right hand corner. It will say Page 1 of ?.

Now, scroll down to look at page 2.

Refreshing a Report

Assume that after reviewing the report you need to make a change, **do not** close the report. Re-open the **BRASS** Allotment Request Form you just completed.

Step 1: On the **Menu Bar** – Select **BRASS**

Step 2: Select Budget Forms

Step 3: Select Allotment Request

Step 4: Complete the "Outside of the Form" by selecting the Program, Fund, Agency and AA-Object used on the form you completed.

Step 5: In the Serial Number drop down, select the description for the form you completed, do not select "New".

Step 6: Click OK.

The Allotment Request "Inside the Form" will be displayed.

Step 7: Make the necessary changes and click Apply. For this example, we will make the following changes:

Program - Object - Column	From	To
670CA0 – 01 – Qtr 1	$2,000,000	$2,500,000
670CA0 – 01 – Qtr 3	$2,000,000	$1,750,000
670CA0 – 01 – Qtr 4	$2,000,000	$1,750,000

Step 8: Return to the report. On the **Menu Bar** – Select **Window**

Step 9: The active windows will be displayed at the bottom of the drop down. In this instance, select #2, Allotment Request by Program

Step 10:   This will activate the report window. On the **Menu Bar** – Select **File**

Step 11:   Select **Refresh.** This will update the report with the changes made to your form.

Once you have entered your Allotments and prior to notifying your GOPM Analyst, you should verify that the Allotments balance to the Appropriation. A **BRASS** report has been created that will allow you to compare the totals easily. To access the report, select **Orig Appr vs. Allot byAP Unit** from the **BRASS** Reports menu.
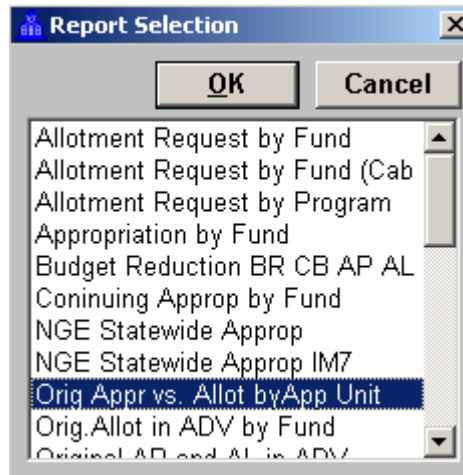
On the "Outside the Report" dialog box, click the drop down arrow for the Program field and select the Appropriation Unit, 5C. Remember, that the Appropriation Unit, 5C, is denoted by the "_BILL" in the code. Click OK.
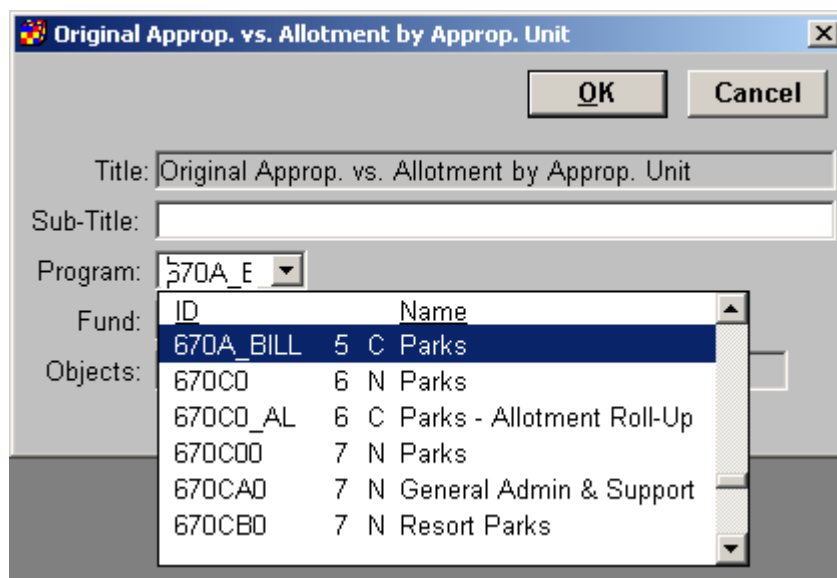
A report of your Allotment Request compared to the Appropriation should now be visible. This report is also accessible at any time even though your Allotment Request form is not accessible after it is advanced to the GOPM stage.

```
Original Approp. vs. Allotment by Approp. Unit                                    _ □ X
                        Commonwealth of Kentucky
               Original Approp. vs. Allotment by Approp. Unit


                                    Appropriation  Allotment Total
                                       Amount          Original
                                       FY 03-04        FY 03-04

670A_BILL - Parks
     0100 - General Fund
          APPROP - Appropriation       26,600,000              0
          TOTALLT - Total Allotment             0      26,600,000
     0100 - General Fund               26,600,000      26,600,000

670A_BILL - Parks                      26,600,000      26,600,000

  Grand Total                          26,600,000      26,600,000




  5/7/2003                                                 Page 1 of 1
  Form: d_generic_ss3p_wkd
```

LET'S REVIEW:

In this topic, you learned about:

- ❏ Allotment Request for operating budgets,
- ❏ Different levels of allotment control,
- ❏ How to access a **BRASS** report
- ❏ How to refresh a **BRASS** report
- ❏ How to compare the Allotment Request to the Appropriation.

Are there any questions about Allotment Requests for Operating Budget Execution??

Topic 3: Allotment Modification Requests for Operating Budget Execution

This topic provides information about the allotment modification request process and how to prepare Allotment Modification Request forms. The MARS: Capital Construction course discusses capital budget modifications.

By the end of this topic, you will be able to:

- Describe the operating budget Allotment Modification Request process,

- Describe the process of completing an Allotment Modification Form for the operating budget, and

- Describe the process of submitting an operating budget Allotment Modification Form for the appropriate review process.

Allotment Modifications

Prior to the beginning of each fiscal year, agencies submit a schedule of quarterly allotments of appropriations as required by KRS 48.610. As we all know, changes take place with these allotments between the time of the Enacted Budget and the end of the fiscal year. Allotment modifications are done through the authority of KRS 48.600-48.630 and the provisions in the Appropriations Acts.

Allotment Modification Requests

If an Allotment must be modified during the year, an Allotment Modification form must be completed in **BRASS** and processed. The agencies will discuss perceived allotment changes as they materialize with their GOPM analyst.

Agencies initiate the allotment modification request process through written communication with GOPM. This communication outlines the reason for the allotment modification and the amount of change. A copy of this written request is transmitted to LRC. The agency will follow the Allotment Modification Request process and guidelines on preparing the allotment modification information.

Some operating budget modifications will not affect the appropriation and some modifications will affect both the appropriation and allotments. Modifications may be needed, for example, to move allotments among the four quarters, move General Fund allotments among Object Types, from one program to another program within an appropriation unit, or an agency may receive a new federal grant during the course of the year.

Allotment Modification Request forms follow the process below:

- Allotment Modification forms are entered in **BRASS** by agencies.
- Agency submits written request to GOPM for the allotment modification, including the program code, fund, and description of the **BRASS** Allotment Modification form(s) applicable.
- Once it is approved, GOPM then reviews, modifies (if applicable), and approves the allotment modification.
- GOPM forwards the change into the ADVANTAGE Financial system and forwards a copy to LRC for reporting purposes only.

BRASS Menu Option
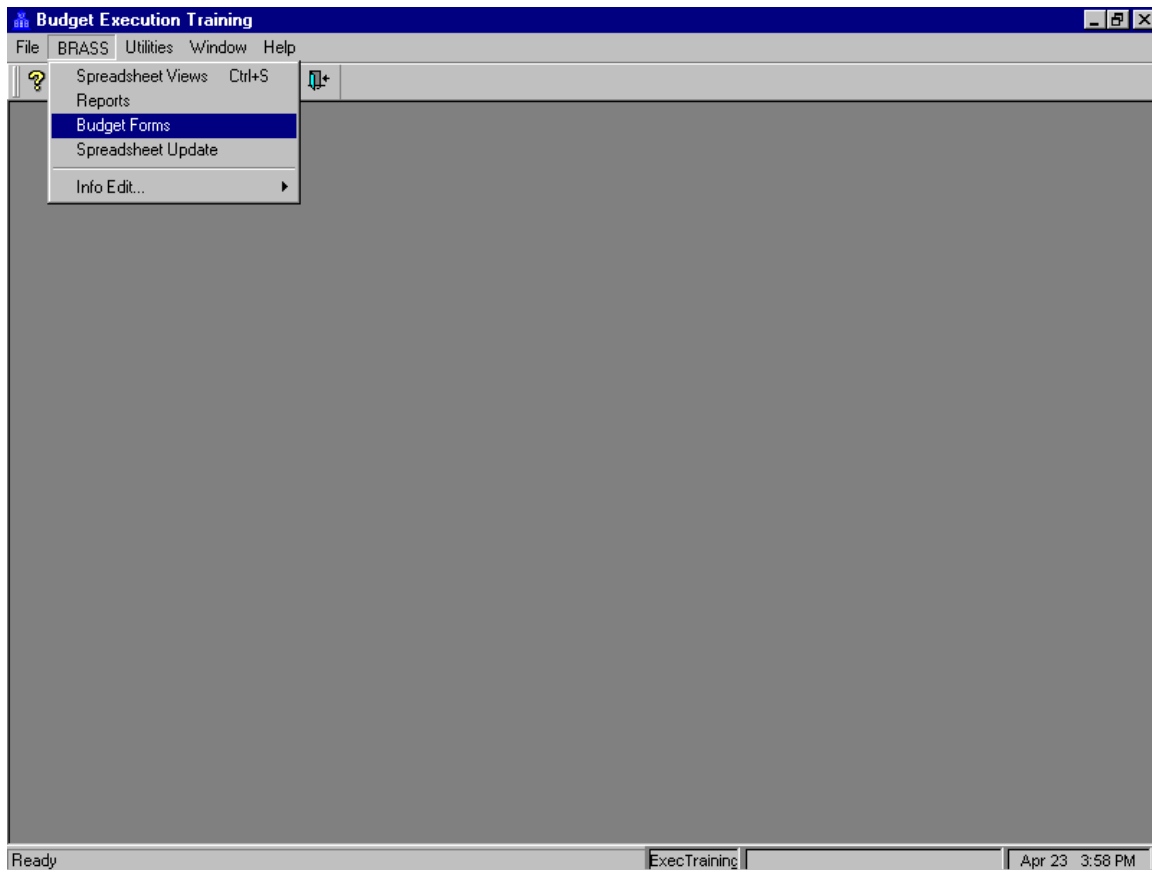
Budget Form Selection Window
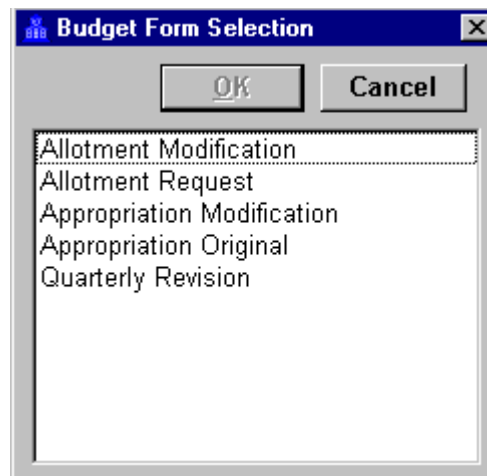
Accessing an Allotment Modification Form

Let's do a walkthrough to create an Allotment Modification form for a General Fund Allotment Program account.

The first step is to access the correct Budget Form. To do that, you would complete the following steps:

Step 1:   On the **Menu Bar** -- Select **BRASS**

Step 2:   Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3:   Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Allotment Modification Form

"Outside of the Form"

Completing the "Outside of the Form"

Let's populate this screen:

Step 1: *Program* field. This field is used to designate which Allotment Program to use. Click on the down arrow and type the agency code "☺☺☺". The program table choices are displayed in the drop-down list.

Notice how the menu list goes directly to the first Program for Agency ☺☺☺.

Step 2: **Choose "☺☺☺☺☺_AL"**. All Allotment Modification form Program choices represent the Consolidating unit at the 6th level. You will know it is a Consolidating (or roll-up) unit when you see the subscript "_" in the code. This provides the flexibility to select all allotment programs for any one Fund type when completing the form. You can enter modifications for multiple allotment programs, object types, and allotment periods within the same form.

Step 3: *Fund* field.   This field is used to designate which Fund you are requesting with the allotment modification. Click on the down arrow and select "0100 General Fund". Note that this 0100 is the same fund code used for General Fund in ADVANTAGE Financial.

Step 4: *Serial Number* field.   If you are creating a new form, you would select "(New)" and a serial number will be assigned by the system. If you are accessing a form that has already been created, then you would choose the correct serial number from the drop-down list. Click on the down arrow and select "(New)".

Allotment Modification Form

"Outside of the Form"

Important Note: You will always choose "New" each time you create an Allotment Modification. The **ONLY** time you will ever choose an existing serial number is when work is still ongoing in an Allotment Modification form that has not yet been submitted to GOPM. The Allotment Modification forms created will show up in the drop-down until the form is submitted to and accepted by GOPM. Once the form is accepted by GOPM, the agency will not be able to access those forms.

Step 5:   *Description* field**.**   The Description Field is where you will assign a name to the Allotment Modification form. This name should not be changed.   This name will always be assigned to this Allotment Modification form. You may enter up to 30 characters with spaces. A good "rule of thumb" would be to enter the Allotment Program followed by the Fund abbreviation. Type in a description

Step 6:   *Stage* field**.** This field indicates which stage the document is in during the process cycle. Click on the down arrow and select "Stage 1." This represents the Agency Stage for the Allotment Modification process.

Step 7:   Leave the following fields blank:
>   Priority
>   Code 1
>   Code 2
>   Code 3
>   Code 4
>   Type

Step 8:   Click "OK". The Allotment Modification form that you just named will be created.

Allotment Modification Form

"Inside of the Form"

Now, we will populate the Allotment Modification form.

Allotment Modification Form

The Allotment Modification form that you just created is now on your screen with the name of the modification that you entered previously in the Description Field when you were populating the "Outside of the Form." It now has a system assigned serial number along with the name across the title bar of the form.

The Fund defaulted inside the form as you chose it on the "Outside of the Form." Even though you can't change it, this was done to help the user to see this field while in the form. The AA-Object is defaulted to "B010". This code was defaulted since it is the most common code utilized. The AA-Object code can be changed if necessary.

Important: Any allotment program within a Fund and appropriation combination can be selected on this form. For example, allotment modifications due to a reorganization could include every General Fund Allotment program with each Object Type (Personal Services, Operating, etc.).

Each line on the Allotment Modification form can correspond to a Program/Fund/AA-Object type combination.

Allotment Modification Form

"Inside of the Form"

You will also see two tabs at the top of the Allotment Modification form, General and Justification. The General Tab is the form itself. The Justification tab is a text box. This enables you to keep any notes or information about the modification with the form itself. **This does not take the place of the written justification to GOPM.**

First, you need to insert the number of lines applicable for your modification. In this modification we will have two lines for the same Allotment program. The request is to advance funds into the first quarter "01" object type from the second quarter "03" object type.

Step 1:   Click on the "Insert" button.   This will insert the second line.

Step 2:   *Program* field. This field depicts the allotment program for line 1. Click on Down Arrow and select "☺☺☺☺☺☺"

Step 3:   Your cursor is in the *Program* field so tab over to the *AA-Object* field verify the AA-Object shown. The form has the value "B010" defaulted since this is the most common entry. However, if this needs to be changed, click on the drop down arrow and choose the correct Allotment Object. For this form "B010" is correct.

Step 4:   Tab over to the *Agency* field and click on the drop down arrow and choose "☺☺☺".

Step 5:   Tab over to the *Object* field and click on the drop down arrow and choose "03 Operating Expenses".

Step 6:   *Program* field. This field depicts the allotment program for line 2. Click on the drop down arrow and select "☺☺☺☺☺☺".

Allotment Modification Form

"Inside of the Form"

Seq	Program	Fund	Agency	AA-Object	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted
1	670CB0	0100	670	B010	03		(52,500)			
2	670CB0	0100	670	B010	01	52,500				
						52,500	(52,500)	0	0	0

Allotment Modification: 4 - Parks - GF

Insert Delete Move Audit   Net Cost   Apply Save Cancel

General Justification

Budget Execution Training

File BRASS AA-Objects Security Utilities Window Help

Ready   ExecTraining   May 1 4:21 PM

Step 7: Tab over to the *Agency* field of the second line and click on the drop down arrow and choose "☺☺☺".

Step 8: Tab over to the *Object* field of the second line and click on the drop down arrow and choose "01 Personal Services".

You are now ready to enter your data into the quarters.

Step 9: Enter -52500 in the second quarter column of the first line. You do not have to type in the comma. When you move the cursor to another cell, the comma will be inserted.

Step 10: Move your cursor to the first quarter column on the second line. Enter 52500.

Notice that after you move out of the field in which you have entered numbers, the total appears for the column. This form does not display a total column for the lines.

Step 11: Save the Allotment Modification Form. Remember, there are two ways to save the form depending upon if you want to close the form ("Save") or keep the form open ("Apply"). Select the **Apply** button.

Later you will learn how to use the Apply button in combination with a Spreadsheet View so that you can see the results of entering data in the form without closing the form.

Report of the Allotment Modification Form

Accessing a Report of an Allotment Modification Form

A report of the Allotment Modification form can be obtained from the "Outside of the Form" dialog box.

Step 1: On the Menu Bar: Select **BRASS.**

Step 2: Select Budget Forms.

Step 3: Select Allotment Modification.

Step 4: Complete the "Outside of the Form" dialog box using the Program code and Fund of the form report needed.

Step 5: Serial Number field. Click on the down arrow and select the Serial Number and Description for the form report needed.

Step 6: Click on the "Report" button.

After clicking on Report, a smaller box appears.

Note: This "Report of the Form" is different than the **BRASS** Report we looked at for the Allotment Request. The earlier **BRASS** Report can reflect information from multiple budget forms. This "Report of the Form" is a report of this form only.

Report View for Allotment Modification Form

```
Budget Execution Training - [Objects {S/N: 4}]                                    _ 8 X
File  BRASS  AA-Objects  Security  Utilities  Window  Help                        _ 8 X
```

```
Zoom: 75      Rulers                      PgUp    PgDn
```

Commonwealth of Kentucky
Parks - GF {S/N: 4}
Objects

5/1/2002   Page 1 of 1
Form: d_flex_form_rep

Seq	Program	Fund	Agency	AA-Object	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted
1	670CB0	0100	670	B010	03		(52,500)			
2	670CB0	0100	670	B010	01	52,500				
	Subtotal					52,500	(52,500)	0	0	0
Total						52,500	(52,500)	0	0	0

```
Ready                                 ExecTraining                    May 1  4:28 PM
```

Step 7: The default is for both the Form Justification and Objects box to be selected. The Form Justification report will display any information entered on the Justification tab in the form. The Objects report will display the information entered on the General tab in the form. Unselect the Form Justification box and click the "OK" button. The Objects report view will be displayed.

Step 8: On the **Menu Bar** – Select **File**

Step 9: Select **Print.**

You may need to make some adjustments to enable all columns to be displayed and printed. If necessary, from the Menu Bar, select File – Printer Select. A list of available printers will be displayed. Select the desired printer and click on the "Setup" button. In the printer setup screen, select "Landscape" in the Orientation section. Click on the "OK" button for the setup screen and then click on the "OK" button for the Printer Select.

The screen will return to the Form Report screen. You will now be able to adjust the margins. Click the check box next to "Rulers". Rulers will be displayed on the screen. Double arrows displayed on the rulers are the "Margin" markers. Click and drag the "Margin" markers to the desired location. Note: You will not be able to drag the "Margin" markers below the settings for your default printer.

The Zoom option will allow you to adjust the size of the report for display purposes only. It will not affect what is printed.

Process of Submitting Allotment Modification Request to GOPM

Depending on your agency's guidelines for review, your Allotment Modification request is now ready for submission to GOPM. You will need to send your written justification along with the Allotment Modification report of the form to your GOPM analyst.

Upon receipt of your written justification, the GOPM analyst will then access your Allotment Modification form for review. The GOPM analyst will want to access the request at the agency Stage level so that if any changes need to be made, the agency can make those changes and resubmit the request to GOPM.

Upon approval, GOPM will forward the Allotment Modification into ADVANTAGE Financial. A copy will also be forwarded to LRC.

Audit Trail

The Allotment Modification form does not have an audit trail. The "Audit" Button on the form will access the report for an Audit Trail but it will be blank because the lines in the Allotment Modification form do not post until after approval. Therefore the audit trail is not available for this form.

In this topic you learned about:

- The Allotment Modifications for operating budgets,
- Completing an Allotment Modification form, and
- The Allotment Modification request submission, review and ADVANTAGE posting process.

Are there any questions about Allotment Modification Requests for Operating Budget Execution??

Topic 4: Appropriation Modification Requests for Operating Budget Execution
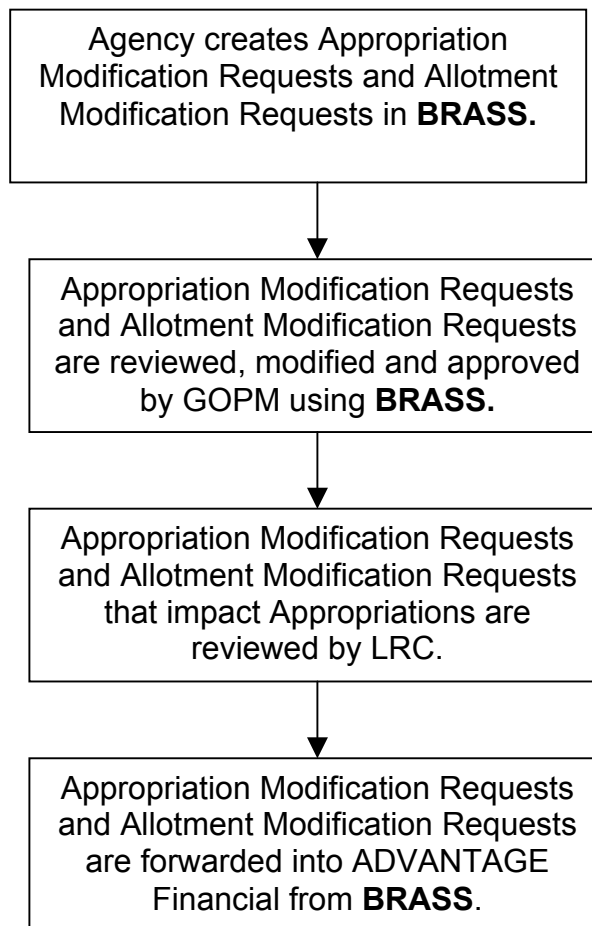
This topic provides information about the appropriation modification process and how to prepare Appropriation Modification forms.

By the end of this topic, you will be able to:

- Describe the modification process for operating budget appropriations,

- Complete an Appropriation Modification form, and

- Describe the Appropriation Modification Request submission and review process.

Operating Budget Execution Process

Appropriation Modification Requests and
Allotment Modification Requests

Agency creates Appropriation
Modification Requests and Allotment
Modification Requests in **BRASS.**

Appropriation Modification Requests
and Allotment Modification Requests
are reviewed, modified and approved
by GOPM using **BRASS.**

Appropriation Modification Requests
and Allotment Modification Requests
that impact Appropriations are
reviewed by LRC.

Appropriation Modification Requests
and Allotment Modification Requests
are forwarded into ADVANTAGE
Financial from **BRASS**.

Appropriations

After the Biennial Budget Preparation process has been completed and the Appropriation bills have been enacted and signed by the Governor, the Governor's Office for Policy and Management (GOPM) will set up the initial operating budget appropriations in accordance with the Appropriation bills, using an Appropriation Request form. The initial appropriation process is a GOPM process that does not require any action on the part of Commonwealth agencies.

Appropriation Modifications

If an Appropriation must be modified later during the year, an Appropriation Modification form must be completed in **BRASS** and processed. This process is usually initiated by the agencies. Appropriation modification requests follow the process below:

- A written request for an Appropriation Modification is submitted by an agency to GOPM with a copy to LRC. The written request must include the program, fund and names of the Appropriation Modification form and the Quarterly Restricted/Federal Fund Revision form (discussed in Topic 5). A copy of the Appropriation Modification report of the form and the Quarterly Revenue Revision Report (where applicable) must also be included.

- An Appropriation Modification form is completed in **BRASS** by agencies and submitted to GOPM.

- GOPM then reviews, modifies (if applicable), and approves the Appropriation Modification.

- The Appropriation Modification is also forwarded to LRC for review.

- GOPM forwards the change into the ADVANTAGE Financial system.

APPROPRIATION MODIFICATION
QUARTERLY REPORTING SCHEDULE

QUARTER	DUE DATE	REPORT DATE	EFFECTIVE DATE
1ST Quarter	June 15	July 1	August 1
2nd Quarter	September 15	October 1	November 1
3rd Quarter	December 15	January 1	February 1
4th Quarter	March 15	April 1	May 1

Quarterly Schedule for Appropriation Modifications

Appropriation modifications are processed on a quarterly schedule. The table to the left shows the due date, report date to LRC and effective date for each quarter.

Requests for Appropriation modifications must be submitted on or before the due date for the modification to be included in the packet submitted to LRC for review by the Appropriation and Revenue Committee.

Appropriation Modification Form

"Inside of the Form"

We will walk through completing the form in a few minutes, but first let's take a brief look at some of the key fields in the entry form:

The title line at the top of the entry form displays the following information:

- Form Name (Appropriation Modification)
- Serial Number of this instance of the form (5)
- Description that was entered for this instance of the form.

The 1st entry line of the form contains fields for *Program, Fund, AA-Object* and *Agency* for the appropriation you wish to modify. To complete the form, you will move your mouse pointer and click or tab to these fields and enter the values for each field.

In the *Amt of Change* field, you will enter the amount of the change to the appropriation.

Example: If the current appropriation is $2,000,000 and you are modifying it to $4,000,000, you will enter $2,000,000. **Very Important!!!**

The "Audit" button below the title line is used to access the audit trail for **BRASS** forms. The audit trail is only created when the form is saved and posted to the database. The Appropriation Modification form was designed to post to the database only in the final stage, just prior to posting the value to ADVANTAGE Financial. Thus, this button is not operational for the Appropriation Modification form.

BRASS Menu Option
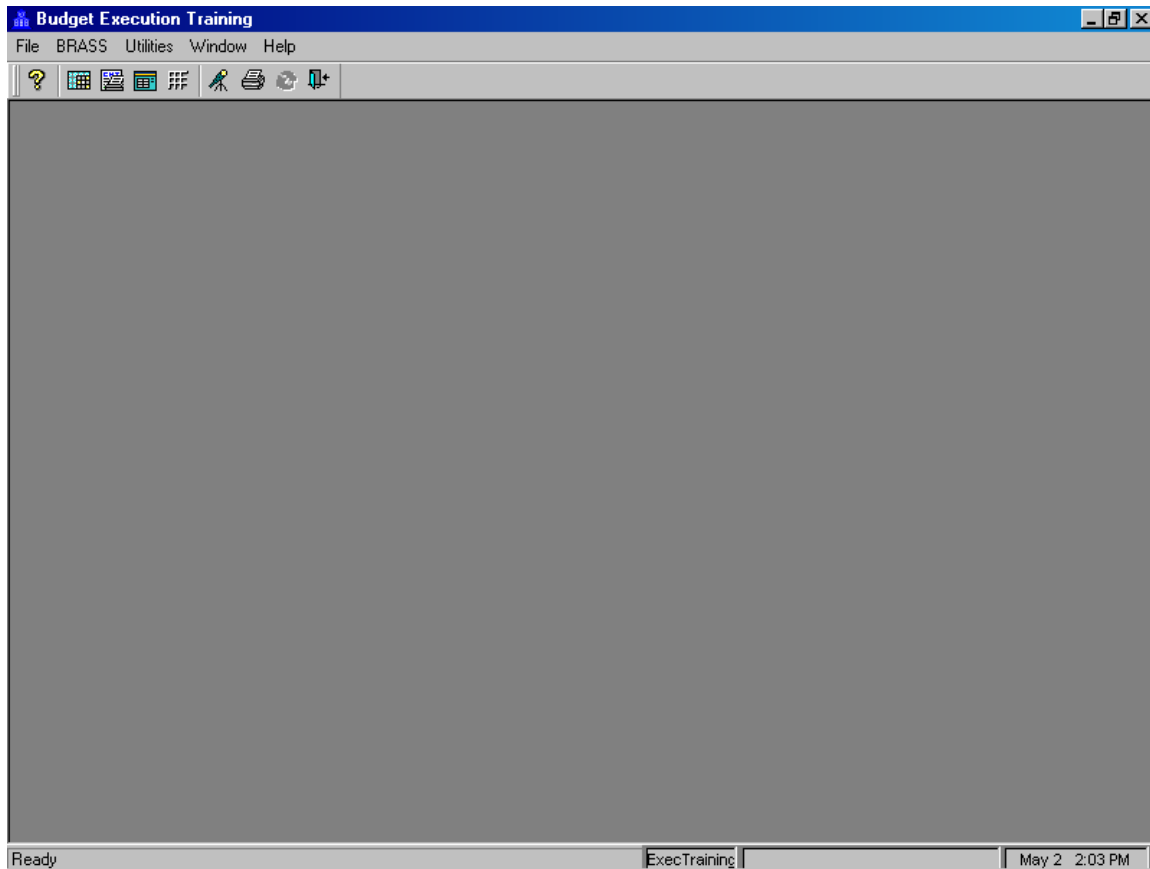
Budget Form Selection Window

Accessing an Appropriation Modification Form

Let's do a walkthrough to create an Appropriation Modification form for a Federal Fund appropriation.

The first step is to access the correct online budget form. To do this, you will complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection window.

Step 3: Select the Appropriation Modification form. Move the mouse pointer to **Appropriation Modification** and click once to highlight the form. Click on OK.

The Appropriation Modification (outside of the form) should now be displayed.

Appropriation Modification Form

"Outside of the Form"

Completing the "Outside of the Form"

Step 1: *Program* field. This field is used to designate which Appropriation Program to use. Enter the 5-character Program of the appropriation you are requesting to modify. Remember that the first three characters represent the agency code and the last two characters are the appropriation code.

Navigation tip: Moving the mouse pointer to an open field and clicking will bring up a drop down menu that shows the choices for that field. (Your security will determine the Programs that are available to you on the drop down menu.)

Step 2: *Fund* field. Enter the Fund of the appropriation you are requesting to modify. Move your mouse pointer to the *Fund* field and click to bring up the drop down list of funds from which to choose. For this training workshop, you will enter 1200 Federal Fund.

Step 3: *Serial Number* field. If you are creating a new form, you would select "(New)" and a serial number will be assigned by the system. If you are accessing a form that has already been created, you would choose the correct serial number from the drop down list. Click on the down arrow and select "(New)".

Appropriation Modification Form

"Outside of the Form"

Step 4: *Description* field**.** You may enter up to 30 characters with spaces. A good "rule of thumb" would be to enter the Appropriation Program followed by the Fund abbreviation. Enter a description for your Appropriation Modification.

Step 5: *Stage* field**.** This field indicates which stage the document is in during the process cycle. Click on the down arrow and select "1". This stage represents the Agency Stage for the Appropriation Modification process.

Step 6: Leave the following fields blank:

Priority

Code 1

Code 2

Code 3

Code 4

Type

Step 8: Click "OK". The Appropriation Modification form that you just named will be created. We have just created a form that will have these particular data attributes on the inside of the form.

Appropriation Modification Form

"Inside of the Form"

Now, we will populate the Appropriation Modification form.

When the form first appears on the screen, the cursor will be in the *Program* field. To complete the form, you will move your mouse pointer and click or tab to the fields for *AA-Object, Agency* and *Amt of Change*. In this example, Program 670C0 and Fund 1200 were selected on the outside of the form, so this will be the only Non-Consolidating choice in the entry form itself.

Step 1: Move the cursor to the *AA-Object* field. The form has the value "A010" defaulted since this is the most common entry. However, if this needs to be changed, click on the drop down arrow and choose the correct Appropriation Object. For this form "A010" is correct.

Step 2: Tab over to the *Agency* field and click on the drop down arrow and choose "☺☺☺".

Step 3: Tab to the *Amt of Change* field. Enter the amount of the **change** to the appropriation. Example: If the current appropriation is $3,000,000 and you need it to be $5,000,000, you would enter $2,000,000 – not $5,000,000. **VERY IMPORTANT!!!**

If you want to reduce an appropriation, you can enter a negative change simply by preceding the number entry with a minus sign, as in –50000.

Do not enter commas and dollar signs, and use whole numbers only – no pennies.

Report of the Appropriation Modification Form

```
Budget Execution Training - [Objects {S/N: 5}]                                    _ 日 X
File  BRASS  Utilities  Window  Help                                              _ 日 X

Zoom:  75      Rulers                    PgUp     PgDn


                           Commonwealth of Kentucky
                         Parks-Justice Block Grant  {S/N: 5}
                                    Objects

5/2/2002                                                            Page 1 of 1
  Form: d_flex_form_rep
Seq    Program       Fund     AA-Object:Agency     Amt of Change
1      670C0         1200     A010      670             2,000,000

       Subtotal                                         2,000,000

Total                                                   2,000,000







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```

Accessing a Report of an Appropriation Modification Form

A report of the Appropriation Modification form can be obtained from the "Outside of the Form" dialog box.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

Step 3: Select **Appropriation Modification**

Step 4: Complete the "Outside of the Form" dialog box using the Program code and Fund of the form report needed.

Step 5: *Serial Number* field. Click on the down arrow and select the serial number and description for the form report needed.

Step 6: Click on the "Report" button.

After clicking on the "Report" button, a smaller box will appear.

Step 7: Uncheck the "Form Justification" box by clicking on the check mark. Click the "OK" button and the report view will be shown of your appropriation modifications.

In this topic, you learned about:

- The appropriation modification process for operating budgets,

- Completing the Appropriation Modification form, and

- Submitting and reviewing the Appropriation Modification form.

Are there any questions about Appropriation Modification Requests for Operating Budget Execution??

Topic 5: Quarterly Federal Fund/Restricted Fund Revision

This topic provides information about how to prepare your Quarterly Federal Fund/Restricted Fund Receipt estimates in **BRASS**.

By the end of this topic, you will be able to:

- Describe the Quarterly Federal/Restricted Fund estimate process;
- Describe the Restricted Fund and Federal Fund structure;
- Describe the Quarterly Revision form in **BRASS**;
- Describe the Quarterly Revision views and reports; and,
- Describe the Quarterly Revision submission and review process.

The Quarterly Federal/Restricted Fund Estimate Process

The biennial appropriations act requires that each agency submit to GOPM and LRC quarterly estimates of receipts and expenditures for Federal Funds and Restricted Funds. The information must be in electronic format and reflect current estimates compared to budgeted figures.

The Federal Funds and Restricted Funds Receipt estimates will be entered by agencies in **BRASS** into the Quarterly Federal Fund/Restricted Fund Receipt Revision form, to be referred to as the "Quarterly Revision" form. Changes in Appropriations and Allotments are done using the Appropriation and Allotment Modification forms. The Quarterly Revision form should be prepared and submitted concurrently with any Federal or Restricted Fund Appropriation Modification form.

The information about the Federal/Restricted Fund revised receipt estimates will not be passed on to ADVANTAGE Financial. The information from other **BRASS** budget execution forms will be passed on to ADVANTAGE Financial.

The Quarterly Revision form should be completed and submitted only when changes in receipt estimates for Federal and Restricted funds are being reported (according to the quarterly schedule) and/or appropriation modifications are being requested. **If there are no changes in either, then this form is not required.**

Note: The only time this form would be submitted with a Quarter 1 Modification would be if an agency submitted this form prior to the beginning of a fiscal year for changes in 1st Quarter receipts of the next fiscal year.

If this form is submitted during the July through September period, the modification would be a Quarter 2 Modification. If submitted during the October through December, the modification would be a Quarter 3 modification, and if submitted during January through March, it would be a Quarter 4 modification.

MARS FUND	BUDGETARY FUND
0100 General Fund	General
6350 Tobacco Fund	General
1100 Road Fund	Road
1300 Agency Revenue Fund	Restricted
2100 Parks Fund	Restricted
2200 State Fair Board Fund	Restricted
2300 Industries for the Blind Fund	Restricted
2400 Insurance Administration	Restricted
2900 Kentucky Horse Park	Restricted
3100 Fleet Management Fund	Restricted
3200 Computer Services Fund	Restricted
3500 Correctional Industries Fund	Restricted
3600 Central Printing Fund	Restricted
3700 Property Management Fund	Restricted
3800 Risk Management Fund	Restricted
1200 Federal Fund	Federal
6200 Unemployment Insurance Fund	Federal

Restricted Fund and Federal Fund Structure

Before we walk through the Quarterly Revision form, we want to visit the **BRASS** Fund table as it relates to the Quarterly Revision form. This form only affects two Budgetary Funds: Restricted Fund and Federal Fund. A number of agencies have more than one MARS fund (i.e. 1300 and 2100) within a Budgetary Fund (i.e. Restricted). The table on page 5 - 4 shows all of the MARS funds for these two Budgetary Funds.

The Funds you will select and use for the Quarterly Revision Form are reflected in the "MARS FUND" column. Examples are the 1300-Agency Revenue Fund, 2100-Parks Fund, or 3500-Correctional Industries Fund.

There may be some unique situations where an Appropriation increase is associated with an updated receipt estimate for two funds within the Budgetary Fund. In those cases, there will be two Quarterly Revision forms prepared and submitted: one for each fund within the Restricted Fund.

BRASS Menu Option
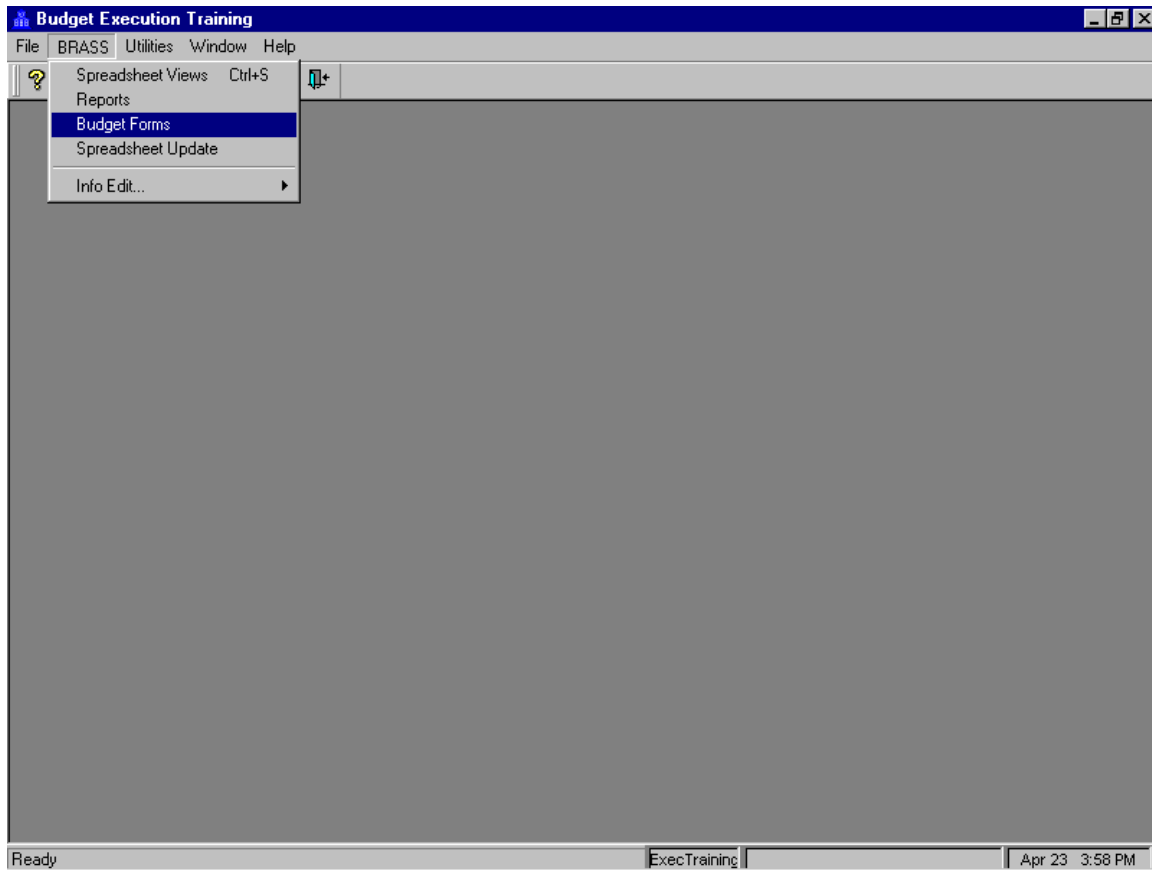
Budget Form Selection Window
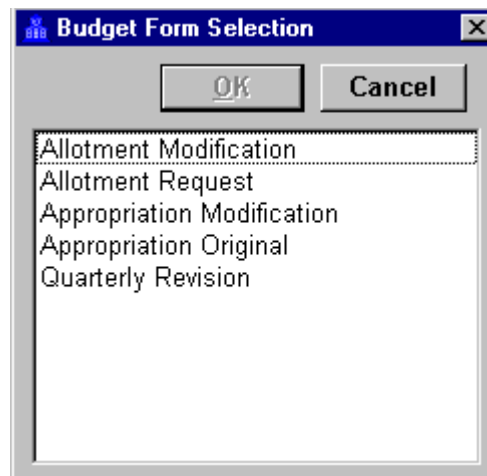
Quarterly Revision Form

BRASS will have an entry form, entitled Quarterly Revision. This is the form where you will enter the enacted amounts and quarterly revisions of Federal and Restricted Fund **Receipts**. In **BRASS**, there will be only **one** Quarterly Revision form for each discrete Fund and Appropriation program combination. This <u>same</u> form will be used **EACH TIME** that you need to prepare a quarterly submission. Note that in the Allotment Request, Appropriation Modification, and Allotment Modification forms, you were instructed to select a NEW form each time you need to submit. For this form, you will always use the same form serial number except for the first time you use it in a given fiscal year.

Let's do a walkthrough of a Quarterly Revision form.

In this walkthrough we will create a Quarterly Revision form for a Restricted Fund appropriation unit.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

Step 3: Select **Quarterly Revision**

Quarterly Revision

"Outside of the Form"

Quarterly Revision	×
	Report OK Cancel

Program: 670A_BILL
Fund: 2100

Serial Number: (New) ▼

Description: Parks - Parks Fund

Stage: [ ] ▼ ( )

Priority: [ ] ▼   Type: [ ] ▼

Code 1: [ ] ▼   Code 2: [ ] ▼

Code 3: [ ] ▼   Code 4: [ ] ▼

We now have to populate the "Outside of the Form."

Step 1: *Program* field. This is the field that is used to designate which Appropriation Program to use. Put your cursor in the Program field and type "☺☺☺". Click on the down arrow and select the Appropriations Bill Level. Your security level will determine the Programs that are available to you in the drop down list.

When you are entering information at the Appropriation Bill program, it will always be identified by the **"_BILL"** at the end of the program code.

Step 2: *Fund* field. This is the field that is used to designate which Fund you are requesting with the Quarterly Revision form. Move your cursor to the Fund field. Click on the down arrow and select a Restricted or Federal Fund. All funds in the fund field will be in the drop down list.

Step 3: *Serial Number* field. Click on the down arrow and select "(New)". Remember, the only time you will ever choose "(New)" for this form is the first time you create this form each fiscal year. The serial number for this form will be automatically assigned by the system.

Any quarterly updates made to this Appropriation Program/Fund combination during a fiscal year will be done by selecting the same form.

Step 4: *Description* field. This is the field where you will assign a name to your Quarterly Revision form.

Quarterly Revision

"Outside of the Form"

Step 5: *Stage* field. Select Stage 1. Only one stage will be used for the Quarterly Revision Form. This stage will be used for all phases for this form: initial entry by agency staff, final agency approval, official submission, and central review.

Only one stage is being used since the information included in the Quarterly Revision form is supplemental information to the Appropriation and Allotment Modification forms, when those requests involve an increase relating to a revised receipt estimate. If any changes need to be made to a form completed by an agency, then those changes will be made at Stage 1. Leaving the stage available to agency users will also enable the agency to use the Quarterly Revision form throughout the fiscal year.

Remember, the information entered in this form will NOT be passed to ADVANTAGE Financial.

Step 6: Leave the following fields blank:

> Priority
> Code 1
> Code 2
> Code 3
> Code 4
> Type

These fields are reserved for future use.

Step 7: Click "OK". The Quarterly Revision form that you just named will be created.   We have just created a form that will have these particular data attributes on the inside of the form.

Quarterly Revision
"Inside of the Form"

Let's now populate the Quarterly Revision form. (Notice the serial number and name across the top of the form.)

When the form first appears on the screen, the cursor will be in the Program field. To complete the form, you will need to select the ADVANTAGE Appropriation program. Then move your mouse pointer and click or tab to the fields *Object, Enacted, Qtr 1 Mod, Qtr 2 Mod, Qtr 3 Mod* and *Qtr 4 Mod*. In this example, Fund 2100 was selected on the outside of the form, so this will be the only Non-Consolidating choice in the entry form itself.

Step 1: *Program* field. In this field select the ADVANTAGE Appropriation program. It will always have the following code structure: **3 digit MARS Agency + 2 digit ADVANTAGE Appropriation Code**

Step 2: *Object* field. Tab to the *Object* field and click the drop down arrow. You will have three choices from which to choose: BALANCE – Beginning Balance, CURRENT – Current Receipts, and NONREV - Non-Revenue. Since there is a balance forward for this program, select "BALANCE".

Step 3: Move your cursor back to the Seq field of the first line and click on the "Insert" button**.** This will add another line.

Step 4: Tab to the *Object* field and click on the drop down arrow. This time select "CURRENT", since this program has current receipts.

Step 5: We now want to enter values in the Enacted column.

BALANCE	$ 2,000,000
CURRENT	$40,000,000

Sample Budget Page

Tourism Development
Parks

	Revised FY 2002	Requested FY 2003	Requested FY 2004	Recommended FY 2003	Recommended FY 2004
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	28,430,100	37,707,800	43,522,100	29,446,000	29,518,000
Budget Reduction	-568,600				
Total General Fund	27,861,500	37,707,800	43,522,100	29,446,000	29,518,000
Restricted Funds					
Balance Forward	30,000	21,100		26,400	
Current Receipts	49,888,300	51,857,300	54,231,200	50,871,600	52,400,000
Total Restricted Funds	49,918,300	51,878,400	54,231,200	50,898,000	52,400,000
TOTAL SOURCE OF FUNDS	77,779,800	89,586,200	97,753,300	80,344,000	81,918,000
EXPENDITURES BY CLASS					
Personnel Cost	47,294,000	54,751,300	57,813,200	48,904,000	51,056,000
Operating Expenses	29,825,100	31,954,900	33,106,500	30,578,000	30,005,000
Debt Service			3,942,000		
Capital Outlay	634,300	2,880,000	2,891,600	862,000	857,000
TOTAL EXPENDITURES	77,753,400	89,586,200	97,753,300	80,344,000	81,918,000
EXPENDITURES BY FUND SOURCE					
General Fund	27,861,500	37,707,800	43,522,100	29,446,000	29,518,000
Restricted Funds	49,891,900	51,878,400	54,231,200	50,898,000	52,400,000
TOTAL EXPENDITURES	77,753,400	89,586,200	97,753,300	80,344,000	81,918,000
EXPENDITURES BY UNIT					
General Administration and Support	9,628,500	10,300,800	10,540,000	9,467,000	9,850,000
Resort Parks	54,369,000	62,330,500	64,980,700	56,551,000	57,394,000
Recreation Parks and Historic Sites	13,051,900	16,254,100	17,518,400	13,561,000	13,892,000
Cafeterias	704,000	700,800	772,200	765,000	782,000
Debt Service			3,942,000		
TOTAL EXPENDITURES	77,753,400	89,586,200	97,753,300	80,344,000	81,918,000

The Department of Parks administers and operates the Kentucky State Park System under the authority of KRS 148. The Department strives to provide quality recreational facilities and to preserve and protect historically significant sites and natural phenomena in the Commonwealth of Kentucky.

The activities of the Department include the operation and maintenance of 17 resort parks, 22 recreational parks, ten historic sites, and the Capitol Annex Cafeteria in Frankfort.

Policy

Notwithstanding the provisions of KRS 148.800-810 or any other statute or provision of law to the contrary, the Governor's recommended budget includes the use of the Park Capital Maintenance and Renovation Fund for any ongoing cost of the Department of Parks. Specifically, the Governor recommends $400,00 from this fund as a current year restricted funds appropriation. Also, the Governor recommends $923,000 in fiscal year 2003 and $1,069,000 in fiscal year 2004 from this fund for custodial maintenance of new golf courses. Moreover, the Governor recommends $803,000 from this fund be used to supplement the Department of Parks general operations. Finally, should these amounts prove to be insufficient to support the continuation

IMPORTANT: The values you enter in the Enacted Column for each Fund and Appropriation Program combination should be the actual amount from the enacted budget for that fiscal year. These values should match, as revised, the information published in the Budget of the Commonwealth each biennium.

Quarterly Revision Form
"Inside of the Form"

Step 6:   At the top-center of the form there is a field that displays "Net Cost." This is a drop down box with several choices. The choices control how the column totals in a form are displayed. Since all lines or objects entered in the Quarterly Revision form are revenue lines/objects, then the "red" lines at the bottom of the form should add to the total of the three lines:

Balance Forward, Current Receipts, Non-Revenue Receipts. This will be very helpful in viewing totals directly from the form. Click on the drop down arrow in that box.   Select "Sum Rev". Notice how this changed the column totals from negative to positive.

Step 7:   Click the "Apply" button.

Step 8:   We are now ready to enter the revisions in the form. You will always enter the **Amount of Change** to the Enacted column amount. In the First Quarter column, you need to increase the Current Receipts by $1,000,000 because the Parks Appropriation Unit receipts for the 2100-Parks Fund in the last year were growing faster than estimated (due to all the new renovation work) and you are requesting to increase your Appropriations and Allotments by $1,000,000.   Enter $1,000,000 in the Current Receipts line for the 1st Quarter.

Step 9:   Click the "Apply" button. After clicking the "Apply" or "Save" button, you will be prompted for a <u>Reason for Change</u>.

Type in an explanation for why the number was changed, Click "OK", and continue working.

Quarterly Revision Form
"Inside of the Form"

Budget Execution Training								
File BRASS Utilities Window Help								

Quarterly Revision: 6 - Parks - Parks Fund

Insert	Delete	Move	Audit	Net Cost ▼		Apply	Save	Cancel

General | Justification

Seq	Program	Fund	Object	Enacted	Qtr 1 Mod	Qtr 2 Mod	Qtr 3 Mod	Qtr 4 Mod	Y1TOTAG
1	670C0	2100	BALANCE	2,000,000		50,000			2,050,000
2	670C0	2100	CURREC	40,000,000	1,000,000				41,000,000
				(42,000,000)	(1,000,000)	(50,000)	0	0	(43,050,000)

Ready   ExecTraining   May 3 3:14 PM

Now it is mid-September of the following fiscal year and you need to increase the receipt estimate of this Appropriation Program/Fund combination, along with Appropriation and Allotment Modifications. This change is to update the Balance Forward estimate to the actual amount that was forwarded into the fiscal year. The actual Balance forward was $2,050,000.

Step 10: Enter $50,000 in the 2^{nd} Quarter column for BALANCE. Remember, this amount is the amount of change to the enacted column values.

Notice the Display column at the right end of the form changes to reflect the amounts you have entered.

Step 11: Click the "Save" button. You will be prompted for a <u>Reason for Change</u>. Type in your reason for change, hit "OK", and the form will close.

Note: You only have to create lines applicable to your agency for the Quarterly Revision form. In this example, there are not any Non-Revenue receipts, therefore, we did not insert a line for this object.

.

BRASS Menu Option
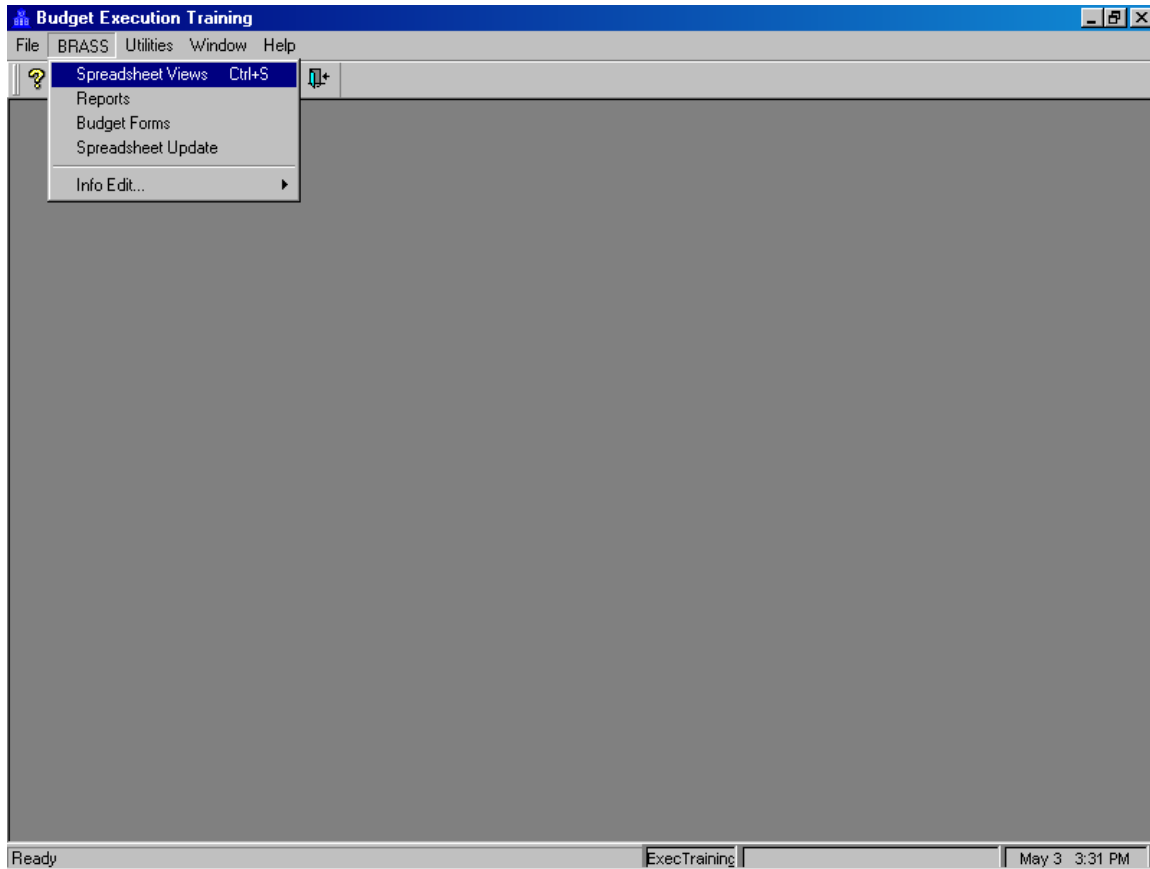
View Selection and Display Screen for Spreadsheet View
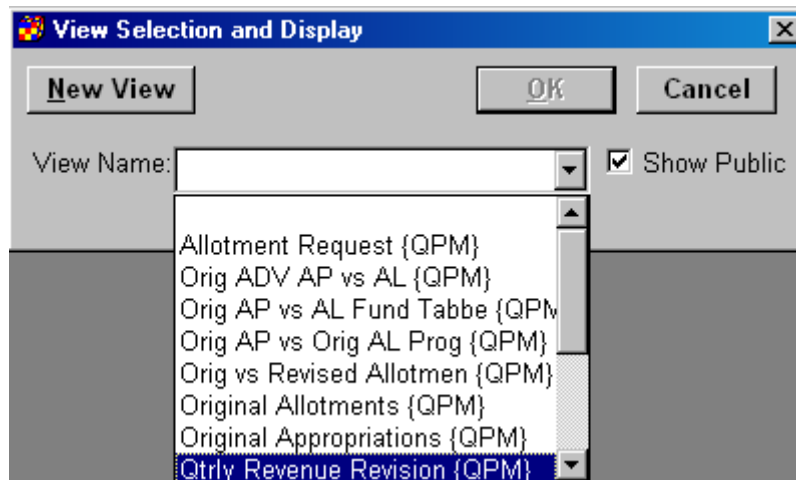
Quarterly Revision Form – Spreadsheet View

The **BRASS** system is built around the concept of flexible spreadsheet-like information, consisting of lines and columns which can be easily viewed by the user. You will be able to select combinations of specific Programs (both entry level and roll-ups), Funds, and Budget Stages to examine.

BRASS will have standard Spreadsheet views set up for everyone's use, those are called Public Views. As a **BRASS** user, you will be able to create your own Spreadsheet Views as well.

We will look at a Spreadsheet view of your Quarterly Revision form.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Spreadsheet Views**

The View Selection and Display screen appears.

Step 3: Click on the Show Public box

Step 4: Click on the drop down arrow in the View Box and select the "Qtrly Revenue Revision" view

The View Selection and Display screen expands to display a number of elements.

View Selection and Display Screen for Spreadsheet View

Step 5: In the Program Section, the Table field defaults to "01". **Do Not Change.** Type ☺☺☺ in the Program box and delete the rest of the line (if applicable). Click on the drop down arrow and select "☺☺☺_BILL" for your Appropriation Unit.

Step 6: In the Other Section click the Fund button and a Fund selection box will appear. Click the drop down arrow and select the fund.

Step 7: In the Sections Section, click "None". Click "OK".

Your Spreadsheet View of the Quarterly Revision form appears.

Note: In the Program Section, the Program displayed when this screen opens will always be the last program used by the author of this public view.

Quarterly Revision Form – Spreadsheet View

Object	Line Name	Enacted Revenue FY 03-04	Revenue Qtr 1 Revision FY 03-04	Revenue Qtr 2 Revision FY 03-04	Revenue Qtr 3 Revision FY 03-04	Revenue Qtr 4 Revision FY 03-04	Revenue Total Revised FY 03-04
670A_BIL	Parks						
BALANCE	Beginning Balance	2,000,000		50,000			2,050,000
CURREC	Current Receipts	40,000,000	1,000,000				41,000,000
TOTRES	Total Resources	42,000,000	1,000,000	50,000			43,050,000

You should now have the Spreadsheet View for your Quarterly Revision Form.

In Appendix A is a listing of all the Spreadsheet Views. We have included a description of the view and a sample.

Next, let's look at another way to access information from your Quarterly Revision Form using a Report.

BRASS Menu Option
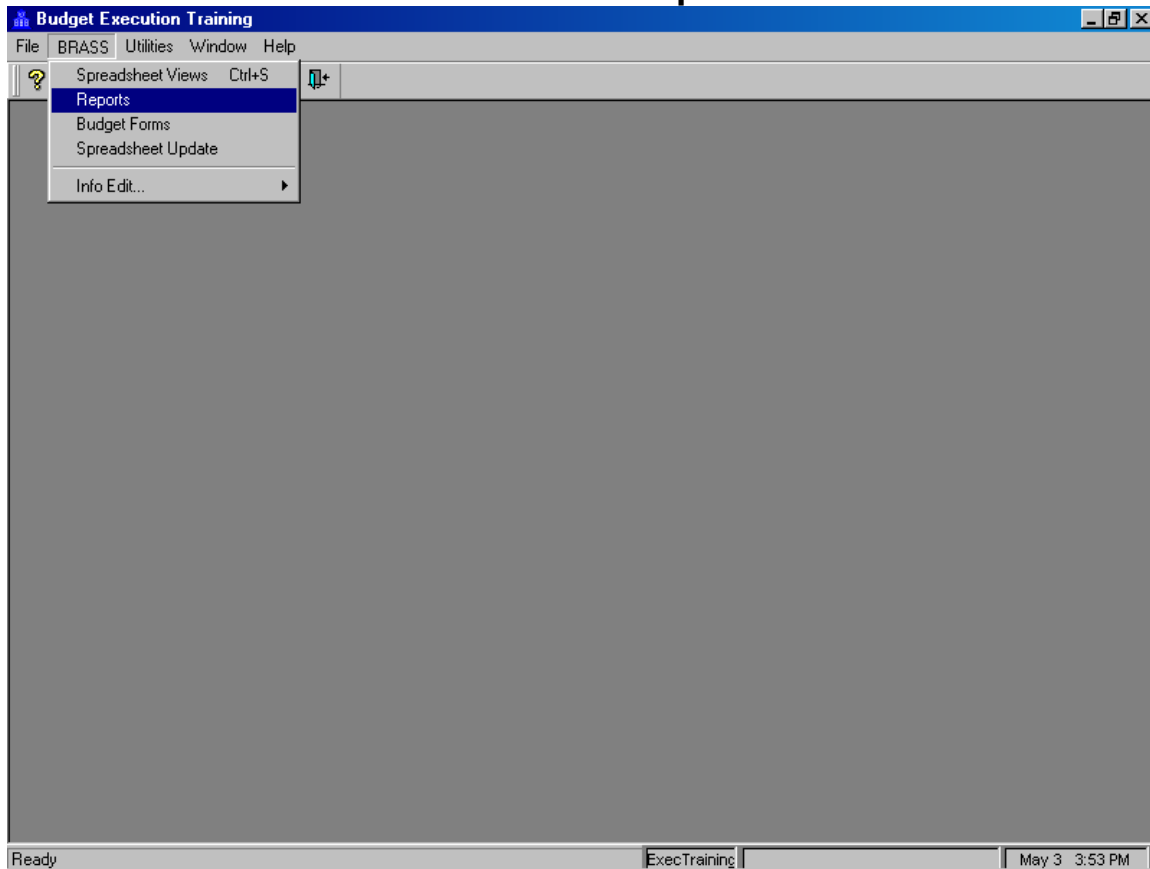
Report Selection Window
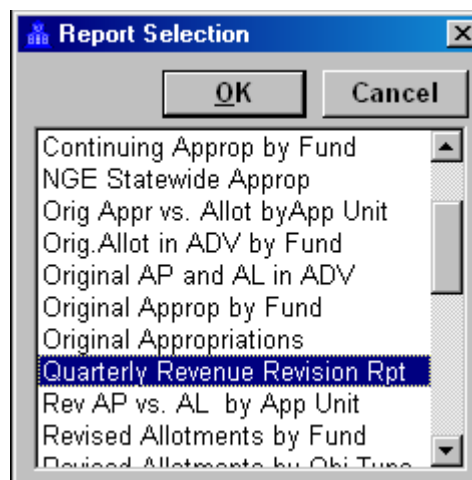
<u>Quarterly Revenue Revision Report</u>

Now, let's complete the steps to access the **BRASS** Report, Quarterly Revenue Revision.

Step 1:   On the **Menu Bar** -- Select **BRASS**

Step 2:   Select **Reports**

A list should appear that contains several available reports. A complete listing of the reports is available in Appendix B. Included is a description of the report and a sample.

Step 3:   Select **Quarterly Revenue Revision Rpt** and Click **OK**

Quarterly Revenue Revision "Outside the Report" Window
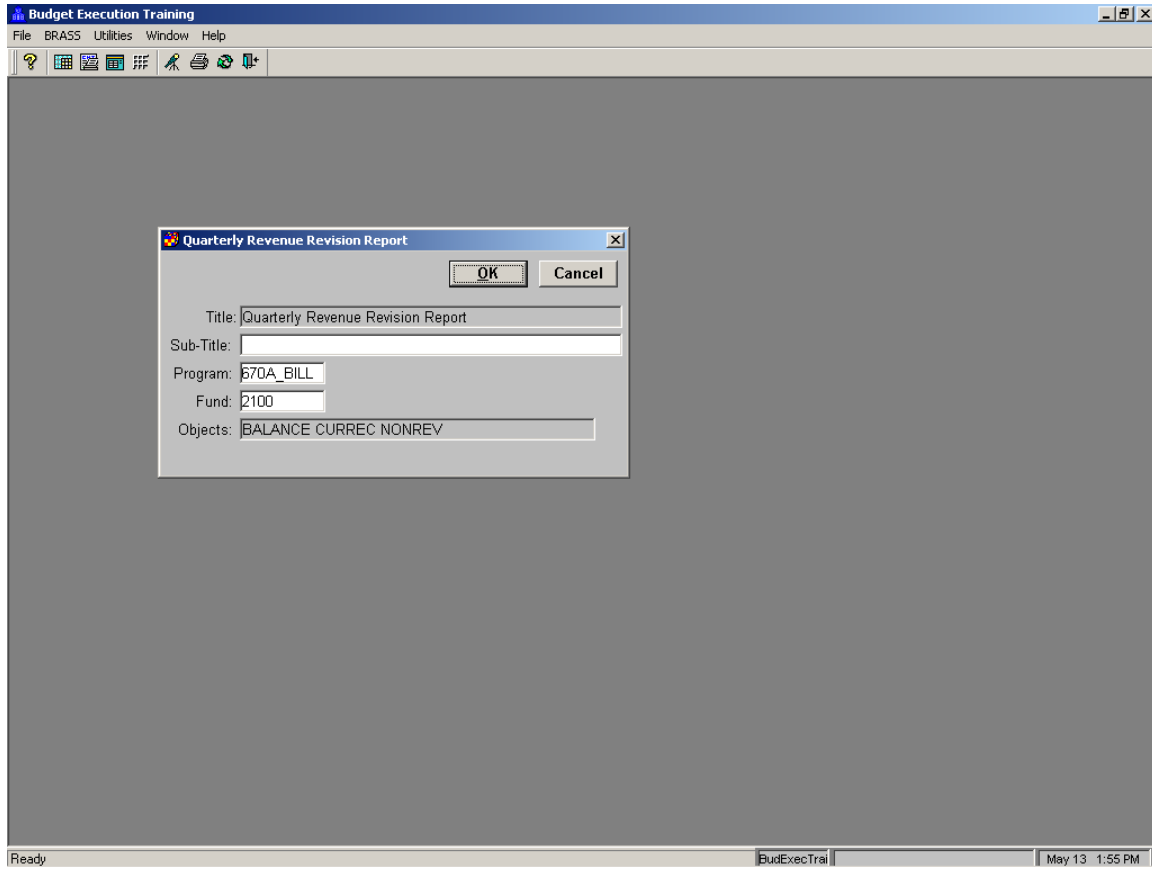
An "Outside the Report" dialog box for the Quarterly Revenue Revision Report is now open. There are several protected fields that you cannot edit. The information for these fields is inferred from your Form. These fields are Title and Objects. Let's populate the non-protected fields to select the report.

Step 1: *Sub-Title* field. This field will appear on the report under the pre-defined Report Title. Enter a Sub-Title for your report.

Step 2: *Program* field. Click the down arrow and select the Program used in creating the Quarterly Revision Form. Type ☺☺☺☺☺.

Step 3: *Fund* field. Click the down arrow and select the Fund used in creating the Quarterly Revision Form.

Step 4: Click **OK**

Budget Execution Training

File BRASS Utilities Window Help

Quarterly Revenue Revision Report

Commonwealth of Kentucky
Quarterly Revenue Revision Report

	Enacted Revenue FY 03-04	Revenue Qtr 1 Revision FY 03-04	Revenue Qtr 2 Revision FY 03-04	Revenue Qtr 3 Revision FY 03-04	Revenue Qtr 4 Revision FY 03-04	Revenue Total Revised FY 03-04
670C0 - Parks						
2100 - Parks Fund						
BALANCE - Beginning Balance	2,000,000	0	50,000	0	0	2,050,000
CURREC - Current Receipts	40,000,000	1,000,000	0	0	0	41,000,000
2100 - Parks Fund	*42,000,000*	*1,000,000*	*50,000*	*0*	*0*	*43,050,000*
670C0 - Parks	**42,000,000**	**1,000,000**	**50,000**	**0**	**0**	**43,050,000**
Grand Total	**42,000,000**	**1,000,000**	**50,000**	**0**	**0**	**43,050,000**

5/13/2003   Page 1 of 1

Form: d_generic_ss3_wld

Ready   BudExecTrai   May 13 1:55 PM

A report of your Quarterly Revenue Revision should now be visible. You will need to include a copy of this report when requesting an appropriation modification for a Federal or Restricted fund account.

Step 5:   On the **Menu Bar** - - Select **File**

Step 6:   Select **Print**

Step 7:   Adjust the margins if necessary and make sure that the paper orientation is landscape. Print the report.

Submission of the Quarterly Revision Form

Since there will be only one Stage for this form, as we discussed earlier, agencies will need to internally determine its process for completing a form prior to communicating to GOPM that it is ready to be submitted. This will all occur in Stage1 so the "submission" of the Quarterly Revision form will all be manual procedures involving the communication to GOPM that the form is ready to be reviewed by them.

At that point, GOPM analyst will access the form online, **BUT WILL NOT ADVANCE IT TO ANY NEXT STAGE.** Following GOPM review, if there are any changes that need to be made to this form, then GOPM will communicate that to the agency, and the agency will re-open the form to enter those changes, and communicate back to GOPM that the form has been revised and is ready for submission.

In this topic you learned about:

- The Quarterly Federal/Restricted Fund estimate process;

- The Restricted Fund and Federal Fund structure;

- The Quarterly Revision form in **BRASS**;

- The Quarterly Revision form views and reports; and,

- The Quarterly Revision form submission and review process.

Are there any questions about Quarterly Federal Fund/Restricted Fund Revisions?

Topic 6: ADVANTAGE Financial

This topic provides information about selected ADVANTAGE Financial screens. It is not intended to take the place of any MARS ADVANTAGE training.

By the end of this topic, you will be able to:

- Describe how the **BRASS** Program field and the ADVANTAGE Financial Program Reference Table are related,

- Read and use the ADVANTAGE Financial Appropriation Inquiry (Extended) (EAP2) screen,

- Read and use the ADVANTAGE Financial Allotment Inquiry 2 (Extended) (EAL2) screen,

- Read and use the ADVANTAGE Financial Appropriation by Budget Object Inquiry (APOB) screen, and

- Read and use the ADVANTAGE Financial Allotment by Budget Object Inquiry (ALOB) screen.

ADVANTAGE – GO TO WINDOW
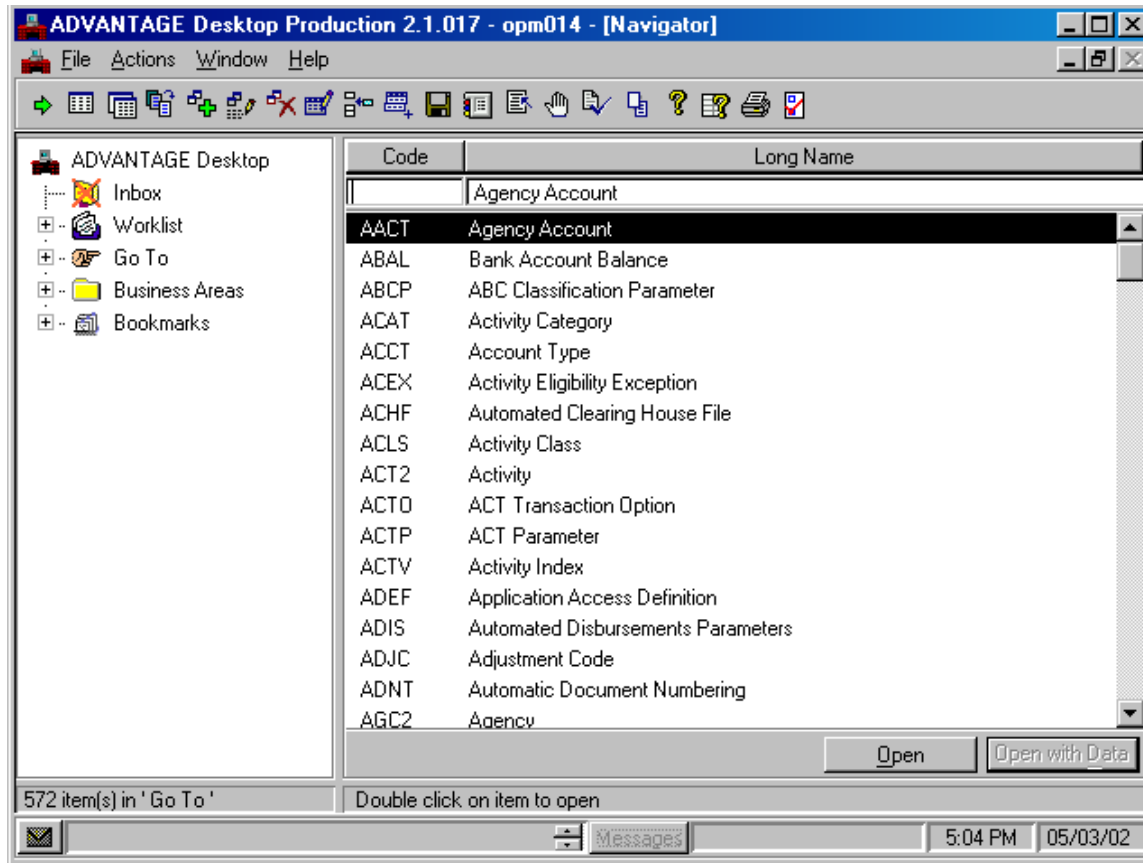
Program Reference Table

It is important to understand how the **BRASS** Program code relates to the ADVANTAGE Program code. Remember, that the **BRASS** Program code is comprised of the ADVANTAGE Agency code plus either the Appropriation code or the Allotment code (Example: 670C0 or 670CA0). The combination of the **BRASS** code with the fund selected in the form are the key elements in the relationship to the ADVANTAGE Program code.

Let's look at the ADVANTAGE Program code.

Step 1: Once you have logged into ADVANTAGE, open the **Go To Window**

Step 2: In the *Code* field, type PRFA

Step 3: Click the "Open" button

Step 4: On the **Menu Bar** - - Select **Window: Clear Window**

Step 5: In the *Budg FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appr Prog* field enter ☺☺

Step 6: On the **Menu Bar** - - Select **Display: Browse Data.** The Program Reference Alternate Table (PRFA) is displayed

PROGRAM REFERENCE ALTERNATE TABLE
(PRFA)

	Budg FY	Fund	Agency	Appr Prog	Allt Prog	Prog Bud Unit	Cash Control Ind	Override Cash Ind	Name
1	02	2100	670	C0	CA0	CA00	4	N	PARKS-GEN ADM & SUPPORT
2	02	2100	670	C0	CB0	CBA0	4	N	PARKS-RES PKS-ARTS COUN. GRANT
3	02	2100	670	C0	CB0	CBB0	4	N	PARKS-RES PKS SUPP. EMPL GRANT
4	02	2100	670	C0	CB0	CB00	4	N	PARKS-RESORT PARKS
5	02	2100	670	C0	CC0	CC00	4	N	PARKS-REC. PARKS & HIST. SITES
6	02	2100	670	C0	CD0	CD00	4	N	PARKS-CAFETERIAS
7	02	2100	670	C0	CE0	CE00	4	N	PARKS-RESERVE FOR DEBT SVC
8	02	2100	760	XX	XXX	NE00	5	N	ANOC-UNREDEEMED CHECKS REFND
9	02	2200	235	M0	MA0	MA00	4	N	FAIR BD-KFEC
10	02	2200	235	M0	MB0	MB00	4	N	KY INTERN'L CONVENTION CENTER
11	02	2200	235	M0	MCD	MCD0	4	N	FAIR BD-DEBT SVS PROJECT 55
12	02	2200	758	XX	XXX	XREC	5	Y	OC-INTERFUND LOANS
13	02	2200	760	XX	XXX	NE00	5	N	ANOC-UNREDEEMED CHECKS REFND

If the PRFA screen does not display the budget fiscal year, fund, agency and Appropriation program entered on the first line of the table, then the combination of data entered does not exist on this table. This combination of data must exist on the PRFA table in order for you to select the **BRASS** Program code plus fund combination in the **BRASS** forms.

ADVANTAGE Financial does not display a message that the data entered is invalid. The first line of the table will display the closest entries to the data entered.

The same is true for an Allotment program. To check to see if an Allotment program exists on the PRFA table follow the steps below:

Step 1:   Open the **Go To Window**

Step 2:   In the *Code* field, type PRFA

Step 3:   Click the "Open" button

Step 4:   On the **Menu Bar** - - Select **Window: Clear Window**

Step 5:   In the *Budg FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, in the *Appr Prog* field enter ☺☺, and in the *Allt Prog* field enter ☺☺☺

Step 6:   On the **Menu Bar** - - Select **Display: Browse Data.** The Program Reference Alternate Table (PRFA) is displayed

APPROPRIATION INQUIRY (EXTENDED)

(EAP2)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Appropriation Inquiry (Extended)]

File Edit Display Window Help

Budget Fiscal Year	02 Fund 2100 Agency 670 Org	Appr Unit CC
Appr Type	Regular ☐ Multi-year ☑ Active	Appr End Date 07 / 31 / 02
Budget Authority Opt	Appropriation Only	
Allotment Control	Neither ☐ Use Presence Control	
Name	PARKS	Short Name

Receipts

Original Estimated	0.00	Current Estimated	0.00	Actual	39,009,358.70

Appropriation

Original	49,491,900.00	Current	49,491,900.00	Begin Day	49,491,900.00
Begin Cash Bal	0.00	Reverted	0.00	Transfer in	0.00
Transfer out	0.00	Budget Authority	49,491,900.00	Allotment	49,491,900.00
Expense Budget	0.00				

Amounts

	Current	Begin Day				
Pre-encumbered	3,480.01	3,480.01	Uncommitted	13,928,982.51	/	28.15 %
Encumbered	453,975.86	450,003.61	Unexpended	14,386,438.38	/	29.07 %
Expended	35,105,461.62	35,099,996.34				

Messages   5:04 PM   05/03/02

APPROPRIATION INQUIRY

The Appropriation Inquiry (Extended) (EAP2) in ADVANTAGE Financial stores the Budget Authority balance associated with each Appropriation Program. EAP2 provides a summary view of all documents which have posted to an appropriation budget, that is, all documents referencing this appropriation will roll up to this table. The original and current budget fields of this table are updated from Appropriation (AP) documents in the budget system.

Let's look at an Appropriation program:

Step 1:   Open the **Go To Window**

Step 2:   In the *Code* field, type EAP2

Step 3:   Click the "Open" button

Step 4:   On the **Menu Bar** - - Select **Window: Clear Window**

Step 5:   In the *Budget Fiscal Year* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appr Unit* field enter ☺☺

Step 6:   On the **Menu Bar** - - Select **Display: Browse Data.** The Appropriation Inquiry (Extended) is displayed

Let's review a few of the fields on the EAP2 screen. A more in depth discussion of the fields can be found in the Chart of Accounts/Budget and Cash Control class.

Appropriation Original: This field contains the appropriation amount for this appropriated program when the budget was officially approved.

Appropriation Current: This field contains the current appropriation amount for the appropriated program. This figure includes changes made with adjusting appropriation documents processed after the budget was officially approved.

APPROPRIATION INQUIRY (EXTENDED)

(EAP2)

```
ADVANTAGE Desktop Production 2.1.017 - opm014 - [Appropriation Inquiry (Extended)]
 File  Edit  Display  Window  Help
```

Budget Fiscal Year	02	Fund	2100	Agency	670	Org		Appr Unit	CC
Appr Type	Regular		☐ Multi-year	☑ Active	Appr End Date	07 / 31 / 02
Budget Authority Opt	Appropriation Only				
Allotment Control	Neither		☐ Use Presence Control		
Name	PARKS			Short Name	

Receipts

Original Estimated	0.00	Current Estimated	0.00	Actual	39,009,358.70

Appropriation

Original	49,491,900.00	Current	49,491,900.00	Begin Day	49,491,900.00
Begin Cash Bal	0.00	Reverted	0.00	Transfer in	0.00
Transfer out	0.00	Budget Authority	49,491,900.00	Allotment	49,491,900.00
Expense Budget	0.00				

Amounts

	Current	Begin Day			
Pre-encumbered	3,480.01	3,480.01	Uncommitted	13,928,982.51	/	28.15	%
Encumbered	453,975.86	450,003.61	Unexpended	14,386,438.38	/	29.07	%
Expended	35,105,461.62	35,099,996.34				

Messages   5:04 PM   05/03/02

Appropriation: Begin Day: This amount is only updated during nightly batch processing and is the balance from the end of the previous business day.

Allotment: This field contains the total of all allotment program budget balances that are associated with this appropriated program.   This field is updated as Allotment (AL) documents are processed to establish allotment program budget balances for a given appropriated program.

ALLOTMENT INQURITY 2 (EXTENDED)

(EAL2)

```
ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment Inquiry 2 (Extended)]   _ □ ×
 File  Edit  Display  Window  Help                                                _ 日 ×
```

Budget Fiscal Year	02	Fund	2100	Agency	670	Org

Appr Unit C0 CA0

Object Type   Object Class

YTD Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Uncommitted	18,283.16	Unexpended	23,738.20

Annual Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Unobligated	18,283.16	Unexpended	23,738.20

	Period	Allotment Amount	Pre-encumbered Amount	Encumbered Amount	Expended Amount	Uncommitted Amount	Un
1	021	100,000.00	0.00	3,503.30	53,782.32	42,714.38	
2	022	100,000.00	0.00	-3,281.26	50,882.17	52,399.09	
3	023	50,000.00	0.00	12,078.90	48,524.16	-10,603.06	
4	024	0.00	0.00	-6,845.90	73,073.15	-66,227.25	

Messages   10:26 AM 05/06/02

Allotment Inquiry

The Allotment Inquiry 2 (Extended) (EAL2) provides a summary of all documents which have posted to an allotment budget, that is, all documents referencing this allotment will roll up to this table. The budget fields of this table are updated from Allotment (AL) documents in the budget system.

Let's look at an Allotment Program:

Step 1:   Open the **Go To Window**

Step 2:   In the *Code* field, type EAL2

Step 3:   Click the "Open" button

Step 4:   On the **Menu Bar** - - Select **Window: Clear Window**

Step 5:   In the *Budget Fiscal Year* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appr Unit* field enter ☺☺ ☺☺☺

Step 6:   On the **Menu Bar** - - Select **Display: Browse Data.** The Allotment Inquiry 2 (Extended) is displayed

Let's review a few of the fields on the EAL2 screen. A more in depth discussion of the fields can be found in the Chart of Accounts/Budget and Cash Control class.

The EAL2 screen is composed of 4 sections. These sections consists of:

- ❑ Key fields
- ❑ YTD Amounts
- ❑ Annual Amounts
- ❑ Amounts by Period

ALLOTMENT INQURITY 2 (EXTENDED)
(EAL2)

```
ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment Inquiry 2 (Extended)]
File   Edit   Display   Window   Help
```

| Budget Fiscal Year | 02 | Fund | 2100 | Agency | 670 | Org | | Appr Unit | C0 | CA0 | |

Object Type [ ]   Object Class [ ]

YTD Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Uncommitted	18,283.16	Unexpended	23,738.20

Annual Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Unobligated	18,283.16	Unexpended	23,738.20

	Period	Allotment Amount	Pre-encumbered Amount	Encumbered Amount	Expended Amount	Uncommitted Amount	Ur
1	021	100,000.00	0.00	3,503.30	53,782.32	42,714.38	
2	022	100,000.00	0.00	-3,281.26	50,882.17	52,399.09	
3	023	50,000.00	0.00	12,078.90	48,524.16	-10,603.06	
4	024	0.00	0.00	-6,845.90	73,073.15	-66,227.25	

Messages   10:26 AM   05/06/02

Key fields: These are the fields that were entered to retrieve the record.

YTD Amounts: Allotments are frequently established on a quarterly basis. On the first day of each quarter, that quarter's allotment (budget authority) becomes available for use by the agency. The Allotment amount in this section will contain allotments for each quarter of the fiscal year that has been initiated. That is, if looking at the screen in February, the YTD amounts will include activity for the first three quarters of the budget fiscal year.

Annual Amounts: This section of the screen displays the entire amount that will eventually be available, once all quarters are allotted. That is, if looking at the screen in February, the Annual allotments will include activity for all four quarters of the budget fiscal year.

Amounts by Period: Allotments that are for regular appropriations, will have a line displayed in this section for each quarters' amounts.

Uncommitted Amount=

Allotment Amount – [Pre-Encumbered Amount – Encumbered Amount – Expended Amount]

Unexpended Amount=

Allotment Amount – Expended Amount

APPROPRIATION BY BUDGET OBJECT INQUIRY

(APOB)

```
ADVANTAGE Desktop Production 2.1.017 - opm014 - [Appropriation by Budget Object Inquiry ]
 File  Edit  Display  Modify  Window  Help
```

	Appropriation Object	Current Amount	Estimated Receipt Amount
1	A001	28,486,100.00	0.00
2	A009	-568,600.00	0.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Budget FY 02   Fund 0100   Agency 670   Organization [ ]   Appropriation Unit C0

HEADER CHANGE   Messages   10:51 AM   05/06/02

Appropriation by Budget Object Inquiry

The Appropriation by Budget Object Inquiry screen displays a breakdown by budget object of each Appropriation (AP) document that has been posted to the associated Appropriation Program. Budget objects are defined on pages 2-9 through 2-11 of this manual.

Let's look at an Appropriation Program:

Step 1:   Open the **Go To Window**

Step 2:   In the *Code* field, type APOB

Step 3:   Click the "Open" button

Step 4:   On the **Menu Bar** - - Select **Window: Clear Window**

Step 5:   In the *Budget FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appropriation Unit* field enter ☺☺

Step 6:   On the **Menu Bar** - - Select **Display: Browse Data.** The Appropriation by Budget Object Inquiry is displayed

Let's look at the fields on the screen:

Appropriation Object: This equates to the AA-Object selected on the **BRASS** form.   In this screen shot, A001 = Regular Appropriation with A009 = Budget Reduction Appropriation Revision. See page 1-20 of this manual for a complete list. Also, table BOBJ, Budget Object Table, in ADVANTAGE.

Current Amount: The amount displayed is the combined total of all Appropriation (AP) documents posted that contain the associated Appropriation Object. For example, assume that Parks had a first round budget cut of $268,000 and a second round budget cut of $300,600. The current amount displayed is $568,600, the combination of both Appropriation (AP) documents posted with the A009 Appropriation Object.

ALLOTMENT BY BUDGET OBJECT INQUIRY

(ALOB)

```
ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment by Budget Inquiry]      _ □ ×
 File  Edit  Display  Modify  Window  Help                                         _ ᵭ ×

 ➡ ▦ ▦ ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ ▣ ▤ ⬚ ⬚ ⬚ ⬚ ? ▣ 🖨 🗐

   Budget Fiscal Year  02      Fund      0100    Agency   670   Organization  [    ]

   Appropriation Unit  C0   CA0   Object Type  01      Object Class  [    ]

        Allotment       Allotment       Allotment
        Period          Object          Amount

   1    021             B001               2,400,000.00
   2    022             B001               2,017,000.00
   3    023             B001               1,915,000.00
   4    024             B001               1,697,500.00
   5    024             B009                -187,500.00
   6
   7
   8
   9
  10
  11
  12
  13


 ✉ HEADER CHANGE                          ÷ Messages            11:07 AM  05/06/02
```

Allotment by Budget Object Inquiry

The Allotment by Budget Object Inquiry screen displays a breakdown by budget object of each Allotment (AL) document that has been posted to the associated Allotment Program. Budget objects are defined on pages 2-9 through 2-11 of this manual.

Let's look at an Allotment Program:

Step 1:   Open the **Go To Window**

Step 2:   In the *Code* field, type ALOB

Step 3:   Click the "Open" button

Step 4:   On the **Menu Bar** - - Select **Window: Clear Window**

Step 5:   In the *Budget FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appropriation Unit* field enter ☺☺ ☺☺☺

Step 6:   In the *Object Type* field enter ☺☺.   Object types are defined on page 2-29 of this manual

Step 6:   On the **Menu Bar** - - Select **Display: Browse Data.** The Allotment by Budget Object Inquiry is displayed

Let's look at the fields on the screen:

Allotment Period: The allotment period is defined as budget fiscal year plus quarter. For example, budget fiscal year = 02, with quarters = 1, 2, 3 or 4. For the first quarter or budget fiscal year 02, the allotment period = 021.

Allotment Object: This equates to the AA-Object selected on the **BRASS** form. In this screen shot, B001 = Regular Allotment with B009 = Budget Reduction Allotment Revision.

ALLOTMENT BY BUDGET OBJECT INQUIRY

(ALOB)

```
ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment by Budget Inquiry]    _ □ ×
File  Edit  Display  Modify  Window  Help                                        _ 団 ×

→ ▦ ▦ ▩ ⁴⊹ ⁜⁄ ⁜✗ ▧ ⁊⁞ ▦  ▦ ▥ ▣ ⸰ ▷ ⸾  ? ▣ ⛫ ▨

  Budget Fiscal Year  02      Fund       0100     Agency    670    Organization  [    ]
  Appropriation Unit  C0  CA0    Object Type  01     Object Class  [    ]

        Allotment     Allotment       Allotment
        Period        Object          Amount
   1    [021]         B001            2,400,000.00
   2    022           B001            2,017,000.00
   3    023           B001            1,915,000.00
   4    024           B001            1,697,500.00
   5    024           B009             -187,500.00
   6
   7
   8
   9
  10
  11
  12
  13

  ▨  HEADER CHANGE                          ⬍ Messages          11:07 AM  05/06/02
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Current Amount: The amount displayed is the combined total of all Allotment (AL) documents posted that contain the associated Allotment Object.   For example, assume that Parks had a first round budget cut of $87,500 and a second round budget cut of $100,000.   The current amount displayed is $187,500, the combination of both Allotment (AL) documents posted with the B009 Allotment Object.

In this topic, you learned about:

❑ Describe how the **BRASS** Program field and the ADVANTAGE Financial Program Reference Table are related,

❑ Read and use the ADVANTAGE Financial Appropriation Inquiry (Extended) screen,

❑ Read and use the ADVANTAGE Financial Allotment Inquiry 2 (Extended) screen,

❑ Read and use the ADVANTAGE Financial Appropriation by Budget Object Inquiry screen, and

❑ Read and use the ADVANTAGE Financial Allotment by Budget Object Inquiry screen.

Are there any questions about the ADVANTAGE Financial screens??

Spreadsheet Views

SPREADSHEET TITLE	DESCRIPTION	PROGRAM
Allotment Request	Displays the Original Allotment request as submitted by the agency with a total column. Broken down by object type.	Select at 6C or higher. Can be selected at 7N.
Orig ADV AP vs AL	Displays the Original Allotment request as submitted to ADVANTAGE with a total column compared to the ADVANTAGE Original Appropriation. Broken down by object type.	Must be selected at 5C or higher.
Orig AP vs AL Fund Tabbed	Displays the Original Allotment request as submitted by the agency with a total column compared to the ADVANTAGE Original Appropriation. Is designed to be tabbed at the top by fund.	Must be selected at 5C or higher.
Orig AP vs Orig AL Prog	Displays the Original Allotment request as submitted by the agency with a total column compared to the ADVANTAGE Original Appropriation. Allotments are broken down by object type.	Must be selected at 5C or higher.
Orig vs Revised Allotment	Displays the Original Allotment total as submitted by the agency, the Revised Allotment total as submitted to ADVANTAGE, the Original Appropriation as submitted to ADVANTAGE, and the Revised Appropriation as submitted to ADVANTAGE. Allotments are broken down by object type.	Must be selected at 5C or higher.
Original Allotments	Displays the Original Allotment request as submitted to ADVANTAGE with a total column. Broken down by object type.	Select at 6C or higher. Can be selected at 7N.
Original Appropriations	Displays the Original Appropriation as submitted to ADVANTAGE.	Select at 5C or higher. Can be selected at 6N.
Qtrly Revenue Revision	Displays the Balance Forward, Current Receipts, Non-Revenues and Total Resources as Enacted with Revisions by quarter for federal and agency funds	Select at 5C or higher. Can be selected at 6N.
Rev AP vs Rev AL Prog	Displays the Revised Allotment request as submitted to ADVANTAGE with a total column compared to the ADVANTAGE Revised Appropriation. Allotments are broken down by object type.	Must be selected at 5C or higher.
Revised Allotments	Displays the Revised Allotment request as submitted to ADVANTAGE with a total column. Broken down by object type.	Select at 6C or higher. Can be selected at 7N.
Revised Allots. by AL Ob	Displays the Revised total Allotment request for the year broken by object type.	Select at 6C or higher. Can be selected at 7N.

Spreadsheet Views

Revised ALs Totals	Displays the Original Allotment Total, the total of all Allotment Modifications and the Revised Allotment Total (as reflected in ADVANTAGE).	Select at 6C or higher. Can be selected at 7N.
Revised Appropriations	Displays the Original Appropriation, the total of all Appropriation Modifications and the Revised Appropriation Total (as reflected in ADVANTAGE)	Select at 5C or higher. Can be selected at 6N.

BRASS Budget Execution Reports

REPORT TITLE	DESCRIPTION	PROGRAM
Allotment Request by Fund	Displays the Allotment request as submitted by the agency with a total column. The report is sorted by fund source. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Allotment Request by Fund(Cab	Displays the Allotment request as submitted by the agency with a total column. The report is sorted by fund source. Designed for Program to be selected at the Cabinet level.	Select 3C.
Allotment Request by Program	Displays the Allotment request as submitted by the agency with a total column. The report is sorted by program code. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Appropriation by Fund	Displays the original Appropriation amount and the Revised Appropriation amount. Sorted by fund.	Select 5C or higher. Can be selected at 6N.
Continuing Approp by Fund	Displays the Revised Appropriation amount for Continuing Appropriations (A002). Designed to display at the N level regardless of the program selected. Sorted by fund.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
NGE Statewide Approp	Displays the Revised Appropriation amount for Necessary Government Expense Appropriations (A005). Designed to be selected at the EXEC level and will display all N level appropriations. Sorted by program and then fund.	Designed to be selected at 2C. If selected at 2C will display 6N level.
Orig Appr vs. AllotbyApp Unit	Displays the Original Appropriation amount compared to the agency requested allotments. Sorted by program. All funds are displayed, no fund selection is allowed.	Must be selected at 5C or higher.
Orig.Allot in ADV by Fund	Displays the Original allotments by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Original AP and AL in ADV	Displays the total column for the original Allotments as sent to ADVANTAGE and the Original Appropriations column. Sorted by fund. All funds ar displayed, no fund selection is allowed.	Must be selected at 5C or higher.
Original Approp by Fund	Displays the original Appropriation as submitted to ADVANTAGE. Sorted by fund.	Must be selected at 6N or higher.

BRASS Budget Execution Reports

Original Appropriations	Displays the original Appropriation as submitted to ADVANTAGE. Sorted by program.	Must be selected at 6N or higher.
Quarterly Revenue Revision Rpt	Displays the Enacted Revenue, four quarter columns and a revised total column. Sorted by program.	Must be selected at 6N or higher.
Rev AP vs. AL by App Unit	Displays the Revised Appropriation column and the Revised total Allotment column as submitted to ADVANTAGE. Sorted by program.	Must be selected at 5C or higher.
Revised Allotments by Fund	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund, program and object type. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Revised Allotments by Obj Type	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program and object type. All funds are included, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Revised Allotments by Program	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and object type. All funds are included, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Revised Allotments Gen Fund	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program and object type. Only General Fund is displayed.	Select at 6C or higher. Can be selected at 7N.
Revised Approp by Fund	Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by program and fund.	Must be selected at 6N or higher.
Revised Gen FdAllots by Object	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and allotment object. Only General Fund is displayed.	Select at 6C or higher. Can be selected at 7N.
Revised Gen Fund Approp	Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by program. Only General Fund is displayed.	Must be selected at 6N or higher.
Revised Tobacco Fd Allots.	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and allotment object. Only Tobacco Fund is displayed.	Select at 6C or higher. Can be selected at 7N.

BRASS Budget Execution Reports

Stwd GF Cont Appr and Allot	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE.. Sorted by program and fund. Only General and Tobacco Funds are displayed. Only A002 and B002 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
Stwd Cont Appr and Allot	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE. Sorted by program and fund. Only A002 and B002 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
Stwd GF Appr and Allot Reducts	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE.. Sorted by program and fund. Only General and Tobacco Funds are displayed. Only A009 and B009 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
Surplus Plan Gen Fund Approp	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE.. Sorted by program and fund. Only General and Tobacco Funds are displayed. Only A007 and B007 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
StwdRev Gen FdAllots by Object	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund, program and allotment object.	Select at 6C or higher. Can be selected at 7N. Designed to be selected at 1C.
StwdRev Gen Fd Appr by Object	Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by fund and program.	Must be selected at 5C or higher. Regardless of selection, will display 6N level. Designed to be selected at 1C.